

WELCOME TO YOUR SELF-MANAGEMENT PLANNER

PLAN YOUR TIME. MANAGE YOURSELF. BUILD YOUR FUTURE.

“
FREEDOM IS
NOT DOING
WHATEVER
YOU WANT.
FREEDOM IS
MANAGING
YOURSELF.
”

Being independent doesn't mean having no rules. It means learning how to manage your time, responsibilities, goals, health, and interests in a balanced way.

As you get older, more freedom also comes with more responsibility.

THIS PLANNER IS DESIGNED TO HELP YOU:

-  manage your time realistically
-  balance learning, hobbies, gaming, coding, and rest
-  build routines that support your physical and mental health
-  work toward personal goals and projects
-  become more independent and organised
-  learn life skills that successful adults use every day

★ THIS IS **NOT** ABOUT PERFECTION.

It's about learning:

- how long things actually take
- how to prioritise
- how to balance work and recreation
- how to manage yourself without constant reminders
- how to create healthy habits and routines

YOUR LIFE MATTERS.

Your interests matter.

Gaming, coding, projects, creativity, and socialising all have a place in life.

But so do:

-  **SLEEP** Rest is the foundation for energy, focus and a good mood.
-  **MOVEMENT** Physical activity improves your health, focus and resilience.
-  **HYGIENE** Taking care of yourself shows respect for yourself and others.
-  **NUTRITION** Eating well fuels your brain, body and performance.
-  **RESPONSIBILITIES** Doing what you need to do builds trust and independence.
-  **RESPECTFUL COMMUNICATION** The way you speak to people matters. Always.



Real independence means learning how to fit everything into your life in a **healthy and sustainable way.**



MY GOALS

What do I want to achieve?

- 1 _____
- 2 _____
- 3 _____



THINGS I WANT MORE TIME FOR

What's important to me?

- 1 _____
- 2 _____
- 3 _____



HABITS I WANT TO IMPROVE

What habits will help me grow?

- 1 _____
- 2 _____
- 3 _____



YOU ARE IN CHARGE OF YOUR TIME.
YOU ARE IN CHARGE OF YOUR CHOICES.
YOU ARE BUILDING YOUR FUTURE.

YOU'VE GOT THIS.

WHERE DOES MY TIME ACTUALLY GO?



24 HOURS IN A DAY

Everyone has the same 24 hours. Learning how to manage those hours is one of the most important life skills you can build.

Sometimes it can feel like:

- school takes forever
- there's never enough free time
- responsibilities ruin the day

But often, we underestimate:

- how much time we spend on screens
- how much time gets wasted switching tasks
- how long routines actually take
- how much time is left when we plan properly



Successful people don't magically have more time. They learn how to manage it.

ESTIMATE YOUR DAILY TIME USE

Be honest. This is for you, not anyone else.

		HOURS
	SLEEP	_____ hrs
	LEARNING / SCHOOLWORK	_____ hrs
	GAMING	_____ hrs
	CODING / PROJECTS	_____ hrs
	WATCHING VIDEOS / SCROLLING	_____ hrs
	TALKING TO FRIENDS / SOCIAL TIME	_____ hrs
	EXERCISE / MOVEMENT	_____ hrs
	MEALS / SNACKS	_____ hrs
	HYGIENE / GET READY TIME	_____ hrs
	CHORES / RESPONSIBILITIES	_____ hrs
...	OTHER (anything else)	_____ hrs

TOTAL HOURS USED: _____ / 24

REFLECTION



Did anything surprise you? _____

What takes more time than you thought? _____

What wastes the most time? _____

What activities actually make you feel good afterwards? _____

What habits make your day worse? _____

What would you like more time for? _____

BUILDING A BALANCED DAY

A balanced day includes:

- ✓ responsibilities
- ✓ movement
- ✓ rest
- ✓ creativity
- ✓ hobbies
- ✓ social time
- ✓ learning
- ✓ downtime



Balance doesn't mean removing fun.

It means making sure one thing doesn't take over everything else.

MANAGE YOUR TIME TODAY. BUILD YOUR FREEDOM TOMORROW.

BUILD YOUR IDEAL WEEK



YOU DON'T FIND TIME. YOU PLAN FOR IT.



A GOOD WEEK DOESN'T HAPPEN BY ACCIDENT.

Most people either:

- waste huge amounts of time without noticing
- OR
- overload themselves and burn out

Learning how to build a balanced week helps you:

- ✓ make time for the things you enjoy
- ✓ stay on top of responsibilities
- ✓ reduce stress
- ✓ improve focus
- ✓ avoid constant rushing
- ✓ build independence



Your goal is *NOT* to create a perfect schedule.

Your goal is to create a **realistic** one.

IMPORTANT AREAS TO INCLUDE

- Learning / Schoolwork
- Personal Projects
- Gaming / Entertainment
- Exercise / Movement
- Sleep
- Meals & Hygiene
- Family Responsibilities
- Friends / Social Time
- Downtime & Rest

MY PRIORITIES RIGHT NOW

- _____
- _____
- _____
- _____

THINGS THAT WASTE MY TIME

- _____
- _____
- _____
- _____

WEEKLY TIME MAP

Plan your week intentionally. Block your time. Be realistic. Leave some space for flexibility.

EXAMPLE:

- Learning
- Projects
- Gaming
- Exercise
- Other

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7AM - 8AM							
8AM - 9AM							
9AM - 10AM							
10AM - 11AM							
11AM - 12PM							
12PM - 1PM							
1PM - 2PM							
2PM - 3PM							
3PM - 4PM							
4PM - 5PM							
5PM - 6PM							
6PM - 7PM							
7PM - 8PM							
8PM - 9PM							
9PM - 10PM							

REFLECTION

- Does my week include balance? _____
- Am I making time for my goals? _____
- Am I getting enough movement and sleep? _____
- Am I leaving time for responsibilities? _____
- What changes would improve my week? _____

NOTES / REMINDERS



STRUCTURE CREATES FREEDOM. PLAN TODAY. LIVE BETTER TOMORROW.

NOT ALL SCREEN TIME IS THE SAME



★ TECHNOLOGY CAN BE:

- ✓ creative
- ✓ educational
- ✓ productive
- ✓ social
- ✓ entertaining
- ✓ distracting
- ✓ unhealthy

The goal is not to avoid screens completely.

THE GOAL IS TO LEARN HOW TO USE TECHNOLOGY INTENTIONALLY.

PRODUCTIVE SCREEN TIME

Creates, builds, learns, improves skills.

EXAMPLES:

- coding
- video editing
- digital art
- music creation
- research & learning
- game development
- online courses
- writing projects
- building something



Productive screen time often leaves you feeling:

- ✓ motivated
- ✓ proud
- ✓ creative
- ✓ accomplished
- ✓ inspired

★ This time is an investment in your future. *It builds skills, confidence and opportunities.*

ENTERTAINMENT SCREEN TIME

Fun and relaxing in moderation.

EXAMPLES:

- gaming
- YouTube
- scrolling social media
- watching videos
- chatting online
- memes / content browsing



Entertainment is not bad.

But too much can leave you feeling:

- ✗ drained
- ✗ irritated
- ✗ unmotivated
- ✗ tired
- ✗ stuck in a loop

⚠ Fun is important. Balance is the key. *Too much can steal your time and energy.*

REFLECTION



- Which type do I spend more time on? _____
- Does my screen time leave me feeling good afterwards? _____
- Am I using screens intentionally or automatically? _____
- What online activities help me grow? _____
- What online habits waste my time? _____

MY SCREEN BALANCE GOALS



What do I want to improve? Check the goals that matter to you.

- More creating
- Less scrolling
- More movement breaks
- Better sleep habits
- More offline hobbies
- More intentional gaming
- Better balance
- Healthier routines

Other goals I want to work on: _____



MY COMMITMENT

I choose to use technology in a way that supports my goals, my health and my future.

One change I will make this week: _____

Why is this important to me? _____



TECHNOLOGY IS A TOOL. YOU DECIDE HOW IT SHAPES YOUR LIFE. BE INTENTIONAL. BUILD YOUR FUTURE.



RESPONSIBILITIES, RESPECT & TRUST

INDEPENDENCE IS EARNED THROUGH TRUST.



Freedom and independence are important.

But in real life, independence also comes with:

- ✓ responsibility
- ✓ effort
- ✓ reliability
- ✓ respectful communication
- ✓ self-management



Trust grows when people consistently:

- ✓ do what they say they'll do
- ✓ manage responsibilities properly
- ✓ communicate respectfully
- ✓ take care of themselves
- ✓ use freedom responsibly

Actions today build the freedom you want tomorrow.



WHAT BUILDS TRUST?

-  ✓ being honest
-  ✓ completing responsibilities properly
-  ✓ managing time well
-  ✓ speaking respectfully
-  ✓ following through on commitments
-  ✓ taking ownership of mistakes
-  ✓ balancing freedom responsibly



WHAT DAMAGES TRUST?

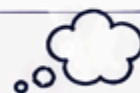
- ✗  lying
- ✗  disrespectful communication
- ✗  rushing responsibilities
- ✗  avoiding accountability
- ✗  ignoring basic self-care
- ✗  excessive screen time taking over responsibilities
- ✗  blaming others for personal choices




REAL INDEPENDENCE MEANS...



- ★ managing yourself without constant reminders
- ★ doing important things even when you don't feel like it
- ★ balancing fun and responsibility
- ★ treating people respectfully even when frustrated
- ★ making choices that support your future
- ★ understanding actions have consequences









REFLECTION



-  What responsibilities do I handle well? _____
-  What do I still struggle with? _____
-  How do I react when I'm frustrated? _____
-  Do my actions build trust or damage it? _____
-  What habits would help me become more independent? _____

INDEPENDENCE SKILLS CHECK-IN

RATE YOURSELF: 1 = NEEDS WORK 3 = OKAY 5 = STRONG

1		Managing time	(1) (2) (3) (4) (5)	6		Personal hygiene	(1) (2) (3) (4) (5)
2		Completing work properly	(1) (2) (3) (4) (5)	7		Responsibility	(1) (2) (3) (4) (5)
3		Respectful communication	(1) (2) (3) (4) (5)	8		Handling frustration	(1) (2) (3) (4) (5)
4		Screen balance	(1) (2) (3) (4) (5)	9		Following routines	(1) (2) (3) (4) (5)
5		Sleep habits	(1) (2) (3) (4) (5)	10		Self-control	(1) (2) (3) (4) (5)



ONE THING I WANT TO IMPROVE THIS WEEK



ONE ACTION I WILL TAKE



TRUST + RESPONSIBILITY + RESPECT = FREEDOM

→ Small choices every day. Big results over time. ←



DAILY RESET & HEALTHY HABITS



SMALL DAILY HABITS HAVE A HUGE IMPACT OVER TIME.

How you sleep, eat, move, rest, and take care of yourself affects:



★ Healthy habits aren't about being perfect. They're about supporting yourself so you can function well and feel better.

THE PROBLEM WITH "I DON'T FEEL LIKE IT"

Sometimes we think:

"I'll do it later"
"I can't be bothered"
"It doesn't matter"
"I don't feel like it"



But successful people learn:



MOTIVATION DOESN'T ALWAYS COME FIRST.
ACTION OFTEN COMES FIRST.

DAILY HABITS THAT SUPPORT A GOOD DAY

- ✓ Eat breakfast
- ✓ Drink enough water
- ✓ Brush your teeth
- ✓ Shower regularly
- ✓ Move your body
- ✓ Get sunlight / fresh air
- ✓ Take breaks from screens
- ✓ Get enough sleep
- ✓ Clean your space
- ✓ Balance work and downtime

HOW I FEEL WHEN I IGNORE HEALTHY HABITS

• _____

• _____

HOW I FEEL WHEN I TAKE CARE OF MYSELF

• _____

• _____

MY DAILY RESET CHECKLIST

MORNING

- Get dressed
- Brush teeth
- Eat breakfast
- Drink water
- Movement / stretching
- Review my plan for the day

★ Start your day on purpose, not by accident.

AFTERNOON

- Healthy lunch / snack
- Movement break
- Complete responsibilities properly
- Take screen breaks

Small breaks help you stay focused and avoid burnout.

EVENING

- Shower / hygiene
- Tidy / reset space
- Prepare for tomorrow
- Screen wind-down
- Get enough sleep

A good evening routine leads to a better tomorrow.

REFLECTION

- Which habits do I do consistently?
- Which habits do I struggle with?
- How do my daily habits affect my goals?
- What would my ideal day look like?



ONE HABIT I WANT TO IMPROVE



ONE SMALL CHANGE I CAN START TODAY

TAKE CARE OF YOUR BODY. MANAGE YOUR MIND. BUILD YOUR FUTURE.
"THE SMALL THINGS YOU DO DAILY = THE BIG LIFE YOU BUILD."

HANDLING FRUSTRATION, MOTIVATION & SELF-CONTROL

You can't always control how you feel, but you can always control what you do about it.

Everyone experiences: frustration, boredom, stress, disappointment, lack of motivation, irritation, resistance to difficult tasks.

★ The difference is not whether people feel these things. The difference is how they respond to them.



WHAT USUALLY MAKES ME FRUSTRATED?

- being interrupted
- limits / rules
- difficult work
- boredom
- losing / failing
- being told "no"
- changing plans
- waiting
- responsibilities
- tiredness
- hunger
- too much screen time
- conflict with others

Other: _____

COMMON REACTIONS

Sometimes frustration can lead to:

- arguing
- disrespectful communication
- shutting down
- avoiding responsibilities
- rushing work
- blaming others
- impulsive decisions
- negative attitude
- excessive screen use

These reactions might feel good in the moment...
...but they usually make problems worse later.

STRONG PEOPLE LEARN TO...

- pause before reacting
- communicate respectfully
- tolerate boredom / discomfort
- finish important things properly
- calm themselves down
- take responsibility
- manage emotions without taking them out on others
- keep going even when unmotivated

"I DON'T FEEL LIKE IT" IS NOT AN EMERGENCY

You will not always:

- feel motivated
- feel excited
- feel like doing hard things

But learning to function anyway is one of the most valuable life skills you can build.

HEALTHY RESET STRATEGIES (MY TOOLBOX)



movement / exercise

taking a break

listening to music

deep breathing

talking calmly

getting outside

drinking water / eating

reducing screen time

working in smaller steps

changing environment

sleep / rest

Different things work at different times. Build your own toolbox!

REFLECTION

- How do I usually react when frustrated? _____
- What reactions make situations worse? _____
- What helps me calm down? _____
- What kind of person do I want to become under pressure? _____
- What is one thing I can improve this week? _____

QUICK CALM PLAN

When I feel frustrated I will:

1. _____

To calm down I will:

1. _____

Then I will choose to:

1. _____



SELF-CONTROL IS NOT WEAKNESS.

IT IS ONE OF THE STRONGEST SKILLS A PERSON CAN BUILD.

⇒ Small choices in tough moments = a stronger future you. ⇐





RESPONSIBILITIES VS. CHORES

Being part of a family or household means everyone contributes in some way.



Learning the difference helps build:



independence



teamwork



responsibility



real-world life skills



Some tasks are **responsibilities** (expected as part of daily life). Other tasks are **extra chores** (optional jobs that may earn rewards).

1 RESPONSIBILITIES

EXPECTED. NOT PAID.

These are things people are generally expected to do as part of daily life and respecting shared spaces.

- Personal hygiene
- Keeping your room reasonably tidy
- Putting dishes away
- Bringing plates / cups out
- Basic school responsibilities
- Cleaning up your own mess
- Respectful behaviour
- Helping when needed

Responsibilities are part of becoming independent and capable.

2 EXTRA CHORES

OPTIONAL. MAY EARN REWARDS OR POCKET MONEY.

These are additional jobs that go beyond normal daily expectations.

- Washing the car
- Deep cleaning tasks
- Mowing lawns
- Helping with big projects
- Organising spaces
- Extra yard work
- Helping siblings (appropriately)
- Larger household jobs

Extra effort can earn extra opportunities.

WHERE DOES MY MONEY GO?

- Gaming
- Subscriptions
- Food / snacks
- Hobbies
- Clothes
- Tech
- Saving goals
- Gifts
- Impulse purchases
- Other: _____

\$ POCKET MONEY TERMS

- Pocket money is not automatic.
- It is **earned** through extra effort and meeting expectations.
- If responsibilities are not being managed, extra rewards or money may be paused.
- Money is a **privilege**, not a right.

3 PRIVILEGES ARE CONNECTED TO RESPONSIBILITY

Freedom grows when people show they can:

- manage responsibilities
- communicate respectfully
- contribute positively
- use independence responsibly

Privileges are not punishments or rewards. They are connected to trust, maturity, and self-management.

4 POSSIBLE REWARD IDEAS

- pocket money
- extra gaming time
- later bedtime (occasionally)
- project budget
- special outings
- choice activities
- saving toward larger goals
- increased independence

5 MY CONTRIBUTION GOALS

- | This week I will: | DONE |
|--|--------------------------|
| <input type="checkbox"/> Complete my responsibilities properly | <input type="checkbox"/> |
| <input type="checkbox"/> Help without arguing | <input type="checkbox"/> |
| <input type="checkbox"/> Improve my attitude | <input type="checkbox"/> |
| <input type="checkbox"/> Contribute positively to the house | <input type="checkbox"/> |
| <input type="checkbox"/> Show more independence | <input type="checkbox"/> |
| <input type="checkbox"/> Communicate respectfully | <input type="checkbox"/> |

6 REFLECTION

- What responsibilities do I already manage well?

- What responsibilities do I resist?

- How does helping others benefit the family?

- What extra jobs would I like to earn rewards for?

- What kind of person do I want to be at home?

Everyone contributes. Extra effort earns extra rewards. **Great character earns lasting freedom.**



GOAL SETTING & LONG-TERM THINKING



A goal without a plan is just a wish.

Good goals give your future self something to be proud of.

1 SHORT-TERM GOALS (NEXT 1-3 MONTHS)



What do I want to achieve soon?

1 _____ WHY? _____

2 _____ WHY? _____

3 _____ WHY? _____

2 LONG-TERM GOALS (1+ YEAR)



Where do I want to be in the future?

1 _____ WHY? _____

2 _____ WHY? _____

3 _____ WHY? _____

3 HABITS: WHAT MOVES ME FORWARD?

These habits help me grow, learn and achieve my goals.



- _____
- _____
- _____
- _____
- _____

4 HABITS: WHAT HOLDS ME BACK?

These habits or behaviours make things harder for me.



- _____
- _____
- _____
- _____
- _____

5 OBSTACLES & DISTRACTIONS



What things get in the way of me reaching my goals?

- _____
- _____
- _____
- _____
- _____

6 MAKE A PLAN

Break each goal into small steps I can actually do.



MY GOAL	FIRST STEP	NEXT STEPS	WHEN WILL I DO IT?	DONE
1 _____	• _____ • _____	• _____ • _____	_____	<input type="checkbox"/>
2 _____	• _____ • _____	• _____ • _____	_____	<input type="checkbox"/>
3 _____	• _____ • _____	• _____ • _____	_____	<input type="checkbox"/>

7 BALANCE TODAY & TOMORROW

A good life includes balance. Rate how I'm doing in each area:



Education / Learning	(1)	(2)	(3)	(4)	(5)
Health / Fitness	(1)	(2)	(3)	(4)	(5)
Family / Relationships	(1)	(2)	(3)	(4)	(5)
Fun / Recreation	(1)	(2)	(3)	(4)	(5)
Personal Growth	(1)	(2)	(3)	(4)	(5)

8 FUTURE SELF

Imagine it's 5 years from now and you've achieved your goals. What does your future self say to you today?



COMMITMENT

I commit to working on my goals consistently, even when it's hard.

I will: _____

I will remind myself: _____

SIGNATURE: _____

DATE: _____



Small steps every day = big results over time.

Keep going. Future you is counting on you.

