

Daily Structure Plan

The following guide may help you develop structure and assess whether your time is well-spent based upon your productivity and moods. **Adjust and revise accordingly.**

Time of day	What you plan to do (complete the night before)	What you actually did (if different from your plans)	How you felt about what you did (rate your mood on a scale of 1-10)	Situations/ thoughts which negatively affected mood (complete end of day).
Early Morning (waking time—10am)				
Late Morning (10am—12pm)				
Early Afternoon (12pm—3pm)				
Late Afternoon (3pm—5pm)				
Evening (5pm—8pm)				
Night (8pm—bedtime)				