

Templates for building more of a routine:

A Guide to Building Your Wellbeing Routine

Life can be unpredictable and overwhelming. A well-being routine isn't about perfectly organising every minute of your day; it's about giving yourself a solid foundation to lean on when things feel uncertain. By intentionally adding structure to your days, you can create a sense of calm, reduce anxiety, and feel more in control. It's an act of self-care that helps you feel more present and connected to what matters most.

Our three templates work together as a simple, flexible framework to help you build a routine that supports your mental well-being. Here's a quick guide to using them to add more purpose and focus to your week.

Part 1: Discover What Feels Good

Your routine should be unique to you, filled with activities that genuinely make you feel better. The **Positive Activities Catalogue** is your personal bank of things that improve your well-being, no matter how big or small.

Start by simply brainstorming. Think about what brings you joy or calm—listening to a favourite song, a 5-minute stretch, a short walk, or just making a cup of tea. Don't worry about what you "should" do; just focus on what feels right for you. Try to break down bigger goals into small, manageable actions. Instead of "exercise for 30 minutes," a small activity could be "do 10 squats or lunges." These small actions build momentum and make it easy to get started even on a low-energy day.

Keep this list visible and add to it whenever you discover something new that brings you a sense of calm or happiness.

Part 2: Orientate yourself into the week

Once you have your catalogue of positive activities, it's time to build a framework for your week using the **Weekly Planner**. Taking a bit of time to plan your week ahead can significantly reduce anxiety and help you feel more in control.

First, write down your non-negotiable commitments—work hours, appointments, or fixed duties. This gives you the basic structure of your week. Next, look at your Personal Activities Catalogue and intentionally schedule a few of them into your week. This ensures you're carving out time for your wellbeing.

Finally, identify a few key tasks you want to accomplish for the week. Instead of an endless to-do list, choose your **Weekly Top 3**. This helps you stay focused and feel a sense of accomplishment at the end of the week.

Part 3: Focus on Today

With your weekly plan in place, the **Daily Planner** helps you stay focused on what's important right now. Each morning, take a moment to check in with yourself: How are you feeling? What's your energy level like? This helps you be realistic about what you can accomplish.

Start by adding your fixed appointments for the day. Then, add 1-3 positive activities from your catalogue that fit with how you're feeling. A low-energy day might just include sitting in the garden whilst having a cup of tea, while a high-energy day might include a large walk in nature.

Next, add your tasks, starting with the most important. Break down any large tasks into smaller, more manageable steps. Instead of "tidy the house," try "put away the dishes." This makes it much more likely you'll succeed and not get overwhelmed.

At the end of the day, a quick reflection can help you end on a positive note. What went well? What was a challenge? What did you do to take care of yourself? Celebrate your effort and give yourself credit for showing up.

Remember to Be Flexible and Kind to Yourself

This routine is a tool to support you, not a test to be passed. If you miss a day, that's okay. The most important rule is to simply start again. Life can be unpredictable, and your plan should be flexible enough to handle that. Focus on what you did, not what you didn't, and celebrate the small wins.

