Place personal work around shared responsibilities

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Schedule personal projects after fixed commitments rather than on top of them. Divide a large study or work task into available blocks. Household work consumes time too: shopping includes travelling and choosing, not just a tick on a list. Select a small shared minimum that matters this week. Add optional work only when there is capacity. A family overview does not need everyone’s private diary entries. Agreed times and information needed by others are enough; personal observations can remain private.

Fill the blank rows with your own examples.

Place personal work around shared responsibilities

1. Collect fixed commitments and confirmed availability.
2. Find clashes requiring one person to be in two places.
3. Agree responsibilities and a backup for important tasks.
4. Add personal work while keeping some time unallocated.

Day	Commitment	Additional work	Agreement
Monday	Classes / work as scheduled	Prepare materials for Wednesday	Owner confirmed
Wednesday	Agreed family meeting	Only small personal tasks	Meeting time checked
Weekend	One chosen shared activity	Unallocated personal time	Scope discussed beforehand

Sources

- Australian National University - Time management and planners