This is an example of planning using a ‘digital notepad’ format.

Other format types include to-do lists and complex task managers.

**To learn more about the various methods of task management read our blog post:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **MON** | **TUES** | **WED** | **THU** | **FRI** |
| 9.00 am | Check messages/emails | Check messages/emails | Check messages/emails | Check messages/emails | Check messages/emails |
| 9.30 am | Client  | Client | Website maintenance | Professional development | Social media updates |
| 10.00 am | Client | Client | Clients Group | Client | Client |
| 10.30 am | Social media updates | Client | Clients Group | Client | Client |
| 11.00 am | Client | Client | Clients Group | Business administration | Business Marketing |
| 11.30 am | Client | Client | Clients Group | Client | Client |
| 12.00 pm | **LUNCH** | Client | **LUNCH** | Client | Client |
| 12.30 pm | Business Marketing | **LUNCH** | Develop course | **LUNCH** | **LUNCH** |
| 1.00 pm | Business Marketing | Client | Develop course | Client | Client |
| 1.30 pm | Client | Client | Develop course | Client | Client |
| 2.00 pm | Client | Free TBA | Develop course | Business administration | Update client notes |
| 2.30 pm | Business Administration | Client | Clean art room | Client | Update client notes |
| 3.00 pm | Client | Client | Order art & office supplies | Client | Business administration |
| 3.30 pm | Client | Free TBA | Clients Group | Content writing | Self-care |
| 4.00 pm | Free TBA | Client | Clients Group | Content writing | Planning for next week |
| 4.30 pm | Client | Client | Clients Group | Content writing | Catch up tasks |
| 5.00 pm | Client | Self-care meditation + art | Clients Group | Content writing | Catch up tasks |
| 5.30 pm | **WRAP UP / HOME** | **WRAP UP / HOME** | **WRAP UP / HOME** | **WRAP UP / HOME** | **WRAP UP / HOME** |

[**Task Management Software for Art Therapy Planning**](https://arttherapyresources.com.au/task-management)