

Setting Healthy Priorities through Calendaring

By Vanessa Carter

Agenda

Session Goals:

- Share ESH with setting and maintaining healthy priorities
- Share weekly calendaring as a recovery tool that can increase serenity
- Connect with other CoDA fellows

1. Introduction (10m)
2. Calendaring: A Recovery Tool (35m)
 - a. My experience
 - b. My strength & hope
 - c. Pair share
3. Workshopping your calendar (35m)
 - a. Individual work
 - b. Group Discussion
4. Closing (10m)

Vanessa's Calendaring Tool

I set aside one hour for this every weekend and do this on my google calendar.

- Pray/Meditate (5 min)
- Brain Dump
- Things I need to be intentional about:
 - 3 workouts
 - 3 CoDA mtgs
- Plan for week
- Review my highest priorities (i.e., Essential Intents)
 - One major goal for this week:
- Delete one thing from calendar
- Two blocks of down time
- Pray/Meditate (2 min)
- Review my Mint account

Worksheet for “Setting Healthy Priorities through Calendaring”

I recommend using a pencil or your current electronic calendar (i.e., I use my google calendar.). There is a calendar template on the second page if you’d like to use it.

- Pray and meditate about your upcoming week
- Brain dump: What’s on your mind that needs to get done next week? Write it *all* down here:

- What must happen every week? Be honest about what’s required and what’s not. (e.g., work, doctor appointments, time to cook, etc.) Enter it into the calendar.
- What do you need in order to not just survive life but live it? (e.g., taking a walk after work, having down time before bed, laughing with your partner, etc.) Enter it into the calendar below.
- Review your week, as it stands event by event. Is it reasonable? Do you need to build in time to prep for any events? Edit your calendar as needed. You can add items from your brain dump here or wait; it will come up later.
- What are your top three priorities in life right now? Be as honest and specific as possible.
 - 1.
 - 2.
 - 3.

Do they show up on your edited calendar? If not, what do you want to do about that?

- Go back to your brain dump. Do any of those items need to be added to the calendar? (Consider: Are they necessary? Are they priorities? If so, what has to give in order to make space for them? What tradeoffs are you encountering?)
- Pray and meditate. Make any adjustments needed. Codependent patterns may surface from this exercise. Consider noting them.

Calendar Template

	Su	M	Tu	W	Th	F	Sa
6a-12p							
12p-5p							
5p-8p							
8p-11p							