



Therapy Schedule Template

Date	Time	Description
	8 am - 9 am	
	9 am - 10 am	
	10 am - 11 am	
	11 am -12 pm	
	12 pm - 1 pm	
	1 pm - 2 pm	
	2 pm - 3 pm	
	3 pm - 4 pm	
	4 pm - 5 pm	
	5 pm - 6 pm	
Reflection on the day:		

Tips on how to avoid overbooking yourself:

- Be aware of how many clients you can see a day without compromising yourself. Stick to only seeing this number of clients a day.
- Remember to book time to complete progress and process notes.
- Book time for breaks and lunch.
- Book time for all your admin.
- Consider taking an early day during the month when you are feeling particularly overwhelmed.

References:

Point Loma Nazarene University. (2023). *Five Tips On How To Avoid Burnout As A Therapist*.

<https://www.pointloma.edu/resources/counseling-psychology/five-tips-how-avoid-burnout-therapist>

You can download more Mental Health worksheets [here](#).

Please note: There may be a more up-to-date and editable version of this worksheet available [here](#) which may be more suitable to present to clients if you are a therapist or to use in a classroom as a teacher or guidance counselor.