

My week at a glance

Build this week around the appointments you have actually confirmed. Include the time and arrangements needed to get there, not only the visit itself.

Ask the program for your actual schedule. Mark tentative items “unconfirmed.” Include travel, work, school and caregiving arrangements. [1]

Original example: Tuesday visit 5–6 p.m. Leave work 4:15. School pickup confirmed. Dinner still unconfirmed.

Week of

Day	Appointment or commitment: time, place	Getting there and back, help, unresolved items
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Next arrangement to confirm: who and by when?

If delayed or unable to attend: contact and instructions

This is an original organizer for your confirmed care arrangements, not a prescribed treatment schedule. Keep personal notes private.

Write or type brief notes. Save the PDF on your device, then reopen it to check your answers. Use another copy if you need more space.

[1] [NIAAA: Questions for Alcohol Treatment Programs](#)