

Task Tracker

This list is just to help you come up with ideas. Not all of these items will pertain to you and there are certainly items missing.

Daily Living & Personal Care

Task	Est. Time (hrs/wk)
Morning routine (brush teeth & hair, basic hygiene)	
Shower/Bathe	
Get ready for the day (dressed, makeup)	
Prepare and eat breakfast	
Take medications/vitamins	
Exercise	
Rest and recharge time	
Reading	
Sleep (goal: 7-8 hours)	

Family & Parenting

Task	Est. Time (hrs/wk)
Get kids dressed and ready for the day	
Prepare kids for school/daycare	
Drop off/Pick Up kids	
Help with homework	
Prepare meals or snacks	
Family diner/connection time	
Reading/Playing with kids	
Prepare kids for bed	
Attend school events and appointments	
Plan weekend or family activities	

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Work & School

Task	Est. Time (hrs/wk)
Commute to/from work/school	
Work	
School	
Homework	
Job searching	

Household & Chores

Task	Est. Time (hrs/wk)
Wash, Dry, Fold, Put Away Laundry	
Wash dishes / clean kitchen	
Vacuum, sweep, and mop	
Clean bathroom(s)	
Take out trash & recycling	
Grocery shopping	
Prep and cook meals	
Organize/Tidy living areas	
Yardwork/Outdoor chores	

Finances & Bills

Task	Est. Time (hrs/wk)
Review income and expenses	
Pay bills	
Review budget/spending plan	
Update account logins/passwords securely	

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Recovery, Mental, & Spiritual Health

Task	Est. Time (hrs/wk)
Attend recovery meetings	
Contact sponsor/accountability partner	
Journal/Reflection	
Read/Listen to recovery materials	
Practice gratitude or prayer	
Therapy/Counseling session	
Attend church/prayer service	

Relationships & Support Network

Task	Est. Time (hrs/wk)
Call or text family members	
Spend time with friends/family	
Participate in community/faith activities	

Fun & Recreation

Task	Est. Time (hrs/wk)
Creative Activities	
Attend sporting events and activities	
Watch a movie or TV show	
Outdoor activities	

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Other

[illegible]