

## 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 dinner/connection time          |                    |
| Reading/Playing with kids              |                    |
| Prepare kids for bed                   |                    |
| Attend school events and appointments  |                    |
| Plan weekend or family activities      |                    |
|  |                    |
|  |                    |
|  |                    |
|  |                    |
|  |                    |

## Task Tracker

### 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 |                    |
|  |                    |
|  |                    |
|  |                    |
|  |                    |

## Task Tracker

### 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                    |                    |
|                                       |                    |
|                                       |                    |
|                                       |                    |
|                                       |                    |
|                                       |                    |

## Task Tracker

## Other