

# TIME SYNTHESIS



## Lifestyle Time Management Assessment

Track time spent in each category for a typical week. Add categories not shown in space provided.

<b>1 - Health – Life Maintenance</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
Sleep - Total hours slept									
Food Preparation and eating – All meals									
Dressing and Grooming									
Exercising									
Self-renewal - Time alone to think, daily review									
Spiritual Renewal									
<b>1 - Totals for Health - Life Maintenance</b>									

<b>2 – Relationships – Family/Friends /Social</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
Time with family (in person)									
Connecting with family: Email-Facebook-Twitter									
Time with Friends (in person)									
Connecting with friends: Internet-Email-Etc.									
Intimacy Renewal with Beloved									
<b>2 – Totals for Relationships</b>									

<b>3 – Learning – Formal and Informal</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
Reading to Learn									
Taking a Class, Seminar, Workshop									
Doing Homework									
Practice – Music, Dance, Performing Arts									
Practice – Martial Arts, Sports									
Exploring to Learn – Going to Museum									
<b>3 – Totals for Learning</b>									

<b>4 – Life Management</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
Planning and Organizing (Goals/Calendar)									
Family Meetings									
Writing in Journal / Diary									
Home Care – Car Upkeep									
<b>4 – Totals for Life Management</b>									

<b>5 – Work – Including Volunteer Work</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
Commute to Work									
Work (on the job or at Home)									
Volunteer Work									
Creative Work – Project / Avocation / Hobby									
<b>5 – Totals for Work</b>									

<b>6 – Home Care</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
Cleaning House / General Maintenance									
Painting, Window Washing									
Yard Maintenance									
Car Maintenance									
<b>6 – Totals for Home Care</b>									

<b>7 – Financial Planning</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
Paying Bills									
Balancing Check Book									
Recording Financial Information (i.e. Excel)									
<b>7– Totals for Financial Planning</b>									

<b>8 – Leisure / Play Time</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
Reading for Pleasure									
TV, Video Games, Wii									
Social Night Out (Movie, theater, Friends)									
Sports – Tennis, Golf, Swimming for Fun									
Vacation									
Entertaining Family/Friends									
<b>8 – Totals for Leisure / Play Time</b>									

<b>Sub-Totals for Pages 1 and 2</b>	<b>Notes</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Total</b>
1 – Health									
2 – Relationships									
3 – Learning									
4 – Life Management									
5 – Work									
6 – Home Care									
7 – Financial Planning									
8 – Leisure / Play Time									
<b>Grand Total</b>									

---



---



---



---



---



---



---



---



---



---