

TIME ASSESSMENT

TIME INVENTORY On what and with whom do you currently spend time on a regular basis? And, what would you like to add to your schedule? Scratch out what does not apply to you. In spaces provided, add anything else you wish to include.	PRIORITY LEVEL					TIME EVALUATION			GOAL Be specific.
	Very Important	Important	Somewhat Important	Minor Importance	Not Important	Appropriate Amount of Time	Need Minor Time Adjustment	Need Major Time Adjustment	
Spiritual*									
Prayer									
Bible Reading/Study									
Worship									
Ministry/Service									
Fellowship									
Family / Friends**									
Spouse									
Children									
Spouse & Children (Family Time)									
Other Family Members									
Friends									
Child Care***									
Feeding									
Packing Lunches									
Bath Time									
Dressing									
Bedtime Routine									
Homework Assistance									
Transportation to / from School									
Transportation to / from Activities									
Self Care									
Meals / Nutrition									
Bathing / Dressing / Appearance									
Sleep									
Exercise									
Personal Development / Education									

* Time set aside specifically for these purposes (although some of the items listed are not limited to time slots)

** For planned time together, such as a "date night" with spouse, children's ballgame, a weekly "family time", or a once-a-month dinner with friends

*** Only include routine child care responsibilities

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	Very Important	Important	Somewhat Important	Minor Importance	Not Important	Appropriate Amount of Time	Need Minor Time Adjustment	Need Major Time Adjustment	
Career									
Career (or Primary Career)									
Additional Job(s)									
Household Responsibilities									
Housecleaning									
Grocery Shopping									
Meal Preparation / Clean-Up									
Laundry									
Paperwork / Bill Paying									
Lawn and Garden									
Auto Care									
Pet Care									
Pastimes									
Hobbies / Leisure / Sports									
Computer									
Television									
Phone									
Reading									
Clubs / Organizations (Specify)									
Other (Specify)									

Year _____

B U D G E T

FINANCIAL GOALS

THIS YEAR

NEXT FIVE YEARS

LONG TERM

INCOME

SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOTALS												

GIVING

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOTALS												

SAVINGS

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOTALS												

[illegible][illegible]

[illegible]

HOMEOWNER'S RECORD

	Date	Amount
Purchase Price of Home		
Closing Costs		
TOTAL (ORIGINAL COST OF HOME)		

CASUALTY LOSSES

Description	Date	Amount

INSURANCE REIMBURSEMENTS FOR CASUALTY LOSSES

Description	Date	Amount

HOME IMPROVEMENTS

Description	Date	Amount

INFORMATION FOR EXECUTOR / EXECUTRIX OF:

--

	Name	Address	Phone
Executor / Executrix			
Clergy / Church			
Cemetery			
Attorney			
Accountant			

LOCATION OF:

Safe Deposit Box		Pension Records	
Birth Certificate		Mortgages & Notes	
Marriage Certificate		Tax Records	
Military Records		Business Records	
Citizenship Records		Other:	
Last Will & Testament			
Cemetery Deed			
Insurance Policies			

INSTRUCTIONS:

Location of Wake / Funeral	
Participation	<input type="checkbox"/> Fraternal <input type="checkbox"/> Military
Flag	<input type="checkbox"/> Yes (Return to: _____) <input type="checkbox"/> No
Music	
Flowers / Contributions	
Clothing / Wedding Ring / Jewelry	
Casket	<input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Fiberglass (Color: _____) <input type="checkbox"/> Open <input type="checkbox"/> Closed
Burial Preference	<input type="checkbox"/> Mausoleum <input type="checkbox"/> Lawn Crypt <input type="checkbox"/> Ground Space <input type="checkbox"/> Cremation Niche If no cemetery deed, desired location:
Memorial	<input type="checkbox"/> Bronze <input type="checkbox"/> Granite <input type="checkbox"/> Other: _____
Inscription / Emblem	

Other Special Instructions:

--

Signature

Date

STAPLES LIST

BAKED GOODS

- ☐ Bagels
- ☐ Bread
- ☐ Buns (Hamburger)
- ☐ Buns (Hot Dog)
- ☐ Dinner Rolls
- ☐ English Muffins
- ☐ _____
- ☐ _____

BAKING NEEDS, SPICES, HERBS, SEASONINGS

- ☐ Allspice
- ☐ Baking Powder
- ☐ Baking Soda
- ☐ Basil
- ☐ Bay Leaf
- ☐ Biscuit Mix
- ☐ Black Pepper
- ☐ Bouillon
- ☐ Celery Seed
- ☐ Chili Powder
- ☐ Cinnamon
- ☐ Cloves
- ☐ Corn Syrup
- ☐ Cornmeal
- ☐ Cornstarch
- ☐ Dill
- ☐ Flour (All-Purpose)
- ☐ Flour (Self-Rising)
- ☐ Garlic Powder
- ☐ Honey
- ☐ Nutmeg
- ☐ Oregano
- ☐ Paprika
- ☐ Rosemary
- ☐ Sage
- ☐ Salt
- ☐ Soy Sauce
- ☐ Sugar (Brown)
- ☐ Sugar (Granulated)
- ☐ Sugar (Powdered)
- ☐ Tabasco Sauce
- ☐ Tarragon
- ☐ Thyme
- ☐ Vanilla Extract
- ☐ Worcestershire Sauce
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

BEVERAGES

- ☐ Water
- ☐ Coffee
- ☐ Fruit Drinks
- ☐ Fruit Juices
- ☐ Powdered Drink Mixes
- ☐ Sodas
- ☐ Tea
- ☐ _____
- ☐ _____

CANNED GOODS (Fish, Fruit, Meat, Vegetables, Soup)

Specify:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

CEREALS (HOT/COLD)

Specify:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

CLEANING & LAUNDRY PRODUCTS

- ☐ All-Purpose Cleaner
- ☐ Bathroom Cleaner
- ☐ Bleach
- ☐ Bleach Disinfectant
- ☐ Carpet Cleaner
- ☐ Dish Soap
- ☐ Dishwashing Detergent
- ☐ Fabric Softener
- ☐ Floor Cleaner
- ☐ Floor Shine/Wax
- ☐ Furniture Polish
- ☐ Glass / Window Cleaner
- ☐ Laundry Detergent
- ☐ Metal Polish
- ☐ Non-Abrasive Cleaner
- ☐ Oven Cleaner
- ☐ Powdered Cleanser
- ☐ Starch
- ☐ Tile Cleaner
- ☐ _____
- ☐ _____

CONDIMENTS, PICKLES, SALAD DRESSINGS

- ☐ Jelly / Jam
- ☐ Ketchup
- ☐ Mayonnaise
- ☐ Mustard (Dijon)
- ☐ Mustard (Regular)
- ☐ Pickles
- ☐ Relish
- ☐ Salad Dressing / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Vinegar
- ☐ _____
- ☐ _____
- ☐ _____

COOKING OILS

- ☐ Canola Oil
- ☐ Corn Oil
- ☐ Olive Oil
- ☐ Peanut Oil
- ☐ Vegetable Oil
- ☐ _____
- ☐ _____

DAIRY

- ☐ Butter
- ☐ Cheese / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Eggs
- ☐ Margarine (Squeeze)
- ☐ Margarine (Stick)
- ☐ Margarine (Tub)
- ☐ Milk
- ☐ Sour Cream
- ☐ Yogurt
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DELI (Sandwich Meats, Cheese)

Specify:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

FOOD WRAP & PLASTIC BAGS

- ☐ Aluminum Foil
- ☐ Bags (Food Storage)
- ☐ Bags (Freezer)
- ☐ Bags (Sandwich)
- ☐ Freezer Wrap
- ☐ Plastic Wrap
- ☐ Trash Bags (Kitchen)
- ☐ Trash Bags (Lawn)
- ☐ Wax Paper
- ☐ _____
- ☐ _____

FRESH MEAT, FISH, SEAFOOD & POULTRY

Specify:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

**FROZEN FOODS
(Desserts, Fish, Meat, Poultry,
Vegetables)**

Specify:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PAPER PRODUCTS

- ☐ Bathroom Tissue
- ☐ Facial Tissue
- ☐ Napkins
- ☐ Paper Towels
- ☐ _____
- ☐ _____

PERSONAL CARE

- ☐ Baby Products / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Bar Soap
- ☐ Dental Floss
- ☐ Deodorant
- ☐ Feminine Products / Specify:
- ☐ _____
- ☐ _____

- ☐ _____
- ☐ First Aid Products / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Hair Products / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Make Up / Specify:
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ Non-Prescription Medications / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Nutritional Supplements / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Prescription Medications / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Razors/Razor Blades
- ☐ Shaving Gel
- ☐ Toothpaste
- ☐ _____
- ☐ _____

PET FOOD & SUPPLIES

Specify:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PRODUCE

- ☐ Apples
- ☐ Avocados
- ☐ Bananas
- ☐ Carrots
- ☐ Celery
- ☐ Garlic
- ☐ Green Onions
- ☐ Green Peppers
- ☐ Lemons
- ☐ Lettuce
- ☐ Mushrooms
- ☐ Onions
- ☐ Oranges
- ☐ Parsley

- ☐ Potatoes (Red)
- ☐ Potatoes (White)
- ☐ Tomatoes

- ☐ _____
- ☐ _____

SNACKS

Specify:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

MISCELLANEOUS (FOOD PRODUCTS)

- ☐ Baby Food
- ☐ Noodles
- ☐ Pasta
- ☐ Peanut Butter
- ☐ Rice

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

MISCELLANEOUS (OTHER)

- ☐ Air Conditioner Filter
- ☐ Batteries
- ☐ Camera Film
- ☐ Greeting Cards
- ☐ Grill Supplies
- ☐ Light Bulbs
- ☐ Masking Tape
- ☐ Office Supplies / Specify:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Postage Stamps
- ☐ Safety Pins
- ☐ School Supplies
- ☐ Stockings
- ☐ _____
- ☐ _____
- ☐ _____

[illegible]

CLUTTER CONTROL CHECKLIST

TO BE ORGANIZED	CATEGORIES OF CONTENTS

Chores

Name _____

CHORE	MON	TUE	WED	THU	FRI	SAT	SUN

HOUSEWORK CHART

TO DO	PERSON(S)	EACH WEEK								EVERY OTHER WEEK								ONCE A MONTH – ONCE A YEAR											
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	J	F	M	A	M	J	J	A	S	O	N	D		
Pick Up Out of Place Items																													
Clutter Control Checklist (restore order in next room on rotation)																													
Make Up Beds																													
Collect and Put Out Trash																													
Clean Kitchen																													
Clean Bathroom(s)																													
Clean Bedroom(s)																													
Clean Living Room/Den																													
Clean Other Rooms																													
Sweep																													
Mop																													
Vacuum Floors																													
Clean Ceiling Fans & Light Fixtures																													
Clean Air Conditioning Filter																													
Clean Oven																													
Wax Floors																													
Wash Rugs																													
Change Sheets																													
Wash & Dry Clothes																													
Put Away Cleaned Clothes																													
Drop Off & Pick Up Dry Cleaning																													
Iron																													
Wash Shower Curtains																													
Wash/Dry Clean Bedspreads & Comforters																													
Wash/Dry Clean Curtains & Drapes																													
Clean Windows																													
Clean Mini-Blinds																													
Special Vacuuming																													
Clean Upholstery																													
Shampoo/Steam Clean Carpets																													
Empty Refrigerator Drip Pan																													
Clean Outside Windows																													
Clean Eaves & Gutters																													
Lawn Care																													
Garden Care																													
Pool Care																													
Wash & Clean Out Car(s)																													