

TIME BUCKETS

Here are two starter sets of Time Buckets for you to begin with—Life and Work. Think about your time categories— what kinds of tasks, activities, and events are you usually engaged in? Then feel empowered to update these to suit YOU.

I'm not the expert on where you spend your time so please revise these to match your life. Eliminate any that you don't need—the simplest example of that would be if you don't have kids. Otherwise, bend and alter them until they accurately reflect the categories for your life. Have fun!

WORK

- Admin + Clerical
- Client Services
- Financial
- Marketing
- Planning
- Professional Development
- Project 1: _____
- Project 2: _____
- Project 3: _____
- Research
- Sorting + Filing
- Volunteering + Community
- Other

LIFE

- Child: _____
- Child: _____
- Child: _____
- Creative Expression
- Education
- Errands
- Family
- Financial
- Friends
- Giving Back
- Health + Fitness
- Home Maintenance
- Medical
- Organizing + Simplifying
- Self-Care
- Self-Development
- Spiritual Practices
- Other