



LIVING YOUR LIFE TOO!

The Simple 3-Step Process for Family Caregivers to Care Without Chaos and Guilt

The Simple 3 Step Process Instructions (see next page for your personal Time Bank Planner)

Step 1 – Your Time Bank – this is where you will calculate how many extra hours you have each week. In the example below, I have included only basic family activities. This doesn't include anything you would do for self care, for fun, or extras such as haircuts, concerts, watching the children's activities, volunteer time, clothes shopping, unexpected trips to the doctor, paying bills, car or house maintenance, etc, etc.

First column: Make a list of activities you regularly do each day and/or week. Include everything you can think of, including reading, TV, driving children/spouse, visiting friends, family, car/house/yard maintenance.

Second column: Write down the # of hours per day (that you do the activity) x (times) the # of days a week you do the activity. Put the answer in the third column.

Third Column: The total of your calculation in the second column is your "Total Weekly Hours" for each activity.

Fourth Column: Subtract the total weekly hours (3rd Column) from the number in the Time Bank Balance (4th column) in the line above. For example, in the first line below, the total weekly hours for sleeping is 56. The Time bank balance in line above is 168. $168-56=112$ hours left in the time bank.

Activity	# Hours x # days	Total weekly hours	Time Bank Balance 168 hours
Sleeping	8 (hours) x 7 days	56	112
Personal Grooming	1 x 7	7	105
Work	7 x 5	35	70
Travel to Work	1 x 5	5	65
Meal prep & cleanup	2 x 7	14	51
Eating meals	2 x 7	14	37
Laundry	3 x 1	3	34
Medical appts/medications	3 hours per week	3	31
Grocery Shopping	2 x 1	2	29
Exercise	.5 x 7	3.5	25.5
Housecleaning	3.5 x 1	3.5	22
Yardwork	1 x 1	1	21

Step 2: Choose 3 activities that you really don't like doing. You might not like them because of the time it takes, it's inconvenient, or you just really don't like doing it.

Step 3: List 3 people you will ask for help with the activities you've listed in Step 2. You have friends and family who want to help. Give them the gift of feeling they've made a difference.

Bonus – Write down what you will do with your extra time



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Your Personal Time Bank Planner

Step 1: Fill in Your Time Bank - Fill in your time bank, using the example on page one.

Activity	# Hours x # days	Total weekly hours	Time Bank Balance 168 Hours
Sleeping			
Personal Grooming			
Work			
Travel to Work			
Meal prep & cleanup			
Eating meals			
Laundry			
Medical appts/medications			
Grocery Shopping			
Exercise			
Housecleaning			
Yardwork			

Step 2: Choose 3 of these activities that you really don't like doing and write them down.

Step 3: Beside each activity in Step 2 write down the name of at least one person you will ask for help with the activities you listed.

Step 2: Tasks I don't have time to do	Step 3: Who I Can Ask to Do The Task

What I will do with my extra time: _____
