

Time Organization and Participation Scale -TOPS

Rosenblum, 2012

The following Scale enables you to be familiar with your proceeding in time at home and outside home as well as in leisure time. Please answer the following questions while comparing your proceeding in time to that of other people in your environment.

A. Do you feel that you perform the following activities at an appropriate pace, as expected from you by the environment?

| * | | Activity | 5 | 4 | 3 | 2 | 1 | Not relevant |
|---|----|--|--------|---------|-----------|--------|-------|--------------|
| | | | Always | Usually | Sometimes | Rarely | Never | |
| | 1 | Getting out of bed in the morning | | | | | | |
| | 2 | Toileting | | | | | | |
| | 3 | Washing face, brushing teeth, combing hair | | | | | | |
| | 4 | Getting dressed | | | | | | |
| | 5 | Eating meals | | | | | | |
| | 6 | Bathing/taking a shower | | | | | | |
| | 7 | Organizing your bag | | | | | | |
| | 8 | Following instructions | | | | | | |
| | 9 | Preparations before leaving the house | | | | | | |
| | 10 | Preparing different tasks | | | | | | |
| | 11 | Fulfilling varied roles | | | | | | |
| | 12 | Completing tasks/work that you take upon yourself | | | | | | |
| | 13 | Arranging your room or work space (routine) | | | | | | |
| | 14 | Finding objects in your room or around the house | | | | | | |
| | 15 | Getting organized for a scheduled activity | | | | | | |
| | 16 | Getting organized to host friends or family | | | | | | |
| | 17 | Planning leisure activities | | | | | | |
| | 18 | Getting ready for a group activity or a meeting with friends | | | | | | |
| | 19 | Getting ready for sleep | | | | | | |
| | 20 | Carrying out varied activities required at work or at school | | | | | | |

* For the above marked activities (in grey) –please remark at the left column how much it takes you usually to perform the activity (estimated time in minutes)

B . Please rate your performance in time organization over the course of the day from 'excellent' [5] to 'very bad' [1]

| | | 5 | 4 | 3 | 2 | 1 | |
|---|--|---|---|---|---|---|--|
| 1 | Dividing your time throughout the day in a way that enables you to accomplish what you want to do | | | | | | |
| 2 | Dividing your time throughout the day in a way that enables you to accomplish what you need to do | | | | | | |
| 3 | Organizing your time so as to accomplish several tasks within a given period | | | | | | |
| 4 | Organizing your time in preparation for studying or work | | | | | | |
| 5 | Performing your everyday tasks at an appropriate pace | | | | | | |

C. Are there times during the day when you react emotionally as the result of a lack of success in performing activities at the pace expected of you. If there are such, please sign in which frequency does it happens.

| | Reaction | Never 5 | Rarely 4 | Sometimes 3 | usually 2 | Always 1 |
|---|---------------------------------|------------|-------------|----------------|--------------|-------------|
| 1 | Lack of motivation to perform | | | | | |
| 2 | Sadness | | | | | |
| 3 | Frustration | | | | | |
| 4 | anger | | | | | |
| 5 | crying | | | | | |
| 6 | Outburst towards family members | | | | | |
| 7 | outburst towards friends | | | | | |
| 8 | Stress | | | | | |

D.1 Do you have difficulty organizing your daily activities on time when a change occurs in a familiar routine?

5 4 3 2 1
Never Rarely Sometimes Usually always

D.2 Are you distracted by various stimuli and hence do not succeed in finishing your tasks on time?

5 4 3 2 1
Never Rarely Sometimes Usually always

Any other comments: