



Making conscious and intentional decisions about the way we spend our time is the foundation of good time management and improved productivity.

How to use the Time Map

The time map is an insightful tool that can be used in 2 different ways. It can be used as a log to help you discover where your time is being spent or as a map to help you stay on top of routines and recurring responsibilities.

1. For time discovery:

- Simply log the activities you engage in on your map and block out the amount of time spent on each activity. At the end of the week go back and review your log to see where you need to make adjustments in the way you're spending your time.

2. For a time map:

- Make a list of all of your responsibilities.
- Now add things like getting ready for the day, exercise, meal prep, etc.
- Start plugging these things into the time map making sure to block out the appropriate amount of time for each activity.
- You can be as loose or as detailed as you want. For example, you can block out a chunk of time & simply label it dinner (which would include prep, eating & clean up) or you can break things down into more detail. (30 minutes for dinner prep, 60 minutes for dinner and 30 minutes for clean up)
- Optional: If you want a quick visual of how your time breaks down based on categories like family time, personal time, household responsibilities etc. Choose your categories and then assign each one a color. Now go back and color in the time chunks with the appropriate color.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
Noon							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM		Exercise					
6:30 AM							
7:00 AM	Get up Get ready	Get ready					
7:30 AM							
8:00 AM		Kids School					Get up Get ready
8:30 AM							
9:00 AM	Church	Clean fridge	Work	Pay bills	Work	Laundry Make bread	Clean house
9:30 AM		House chores					
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
Noon		Lunch					
12:30 PM	Lunch	Errands					
1:00 PM	Family time						
1:30 PM							
2:00 PM						Pick up kids	
2:30 PM							
3:00 PM							
3:30 PM		Pick up kids					

Sample