



JULIE MORGENSTERN  
ENTERPRISES

# Sample Time Maps

A Time Map is a budget of your day, week or month that balances your time between the various departments of your life. Built around your own natural habits, style and goals, your Time Map reflects who you are and what is important to you.

Time Maps can be used just for work, just for home, or for your whole life-anywhere you want to ensure that you carve out time for what's important to you. The amount of structure you create within your Time Map will depend on your personal preferences, and the realities of your job or family life. Use the samples in this booklet to stimulate your own creativity.

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# ADMINISTRATIVE ASSISTANT-Time Map



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	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00	ROUTINE TASKS				
10:00					
11:00					
12:00-Noon					
1:00	Lunch →				
2:00	PROJECT WORK				
3:00					
4:00					
5:00	Filing →				
6:00					

# MIDDLE MANAGER-Time Map



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<b>9:00am</b>	QUIET WORK-New ideas				
<b>10:00am</b>	EMAIL				
<b>11:00-12:30pm</b>	QUIET WORK-Editing				
<b>12:30-2:00pm</b>	BUSINESS LUNCHES				
<b>2:00-3:00pm</b>	EMAIL				
<b>3:00-5:00pm</b>					
<b>5:00-7:00pm</b>	EMAIL				

# EXECUTIVE-Time Map



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	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Strategic Planning →				
10:00					
11:00	1 on 1's				
12:00-Noon					
1:00	Lunch →				
2:00					
3:00					1 on 1's
4:00					
5:00					
6:00					





# TEACHER/ARTIST –Time Map



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Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up
6:30	PERSONAL TIME				
7:00	PERSONAL TIME				
7:30	COMMUTE				
8:00	COMMUTE				
8:30	TEACH	PREP TIME	TEACH	PREP TIME	TEACH
9:00	TEACH	PREP TIME	TEACH	PREP TIME	TEACH
9:30	PREP TIME	TEACH	PREP TIME	TEACH	PREP TIME
10:00	TEACH				
10:30	TEACH				
11:00	TEACH				
11:30	TEACH				
#####	LUNCH				
12:30	LUNCH		PROFESSIONAL DEVELOPMENT	LUNCH	
1:00	LUNCH		PROFESSIONAL DEVELOPMENT	LUNCH	
1:30	TEACH	PREP TIME	PROFESSIONAL DEVELOPMENT	PREP TIME	TEACH
2:00	TEACH	PREP TIME	PROFESSIONAL DEVELOPMENT	PREP TIME	TEACH
2:30	TEACH	PREP TIME	PROFESSIONAL DEVELOPMENT	PREP TIME	TEACH
3:00	COMMUTE				
3:30	COMMUTE				
4:00	PERSONAL TIME				
4:30	PERSONAL TIME				
5:00	STUDIO TIME		GYM	STUDIO TIME	
5:30	STUDIO TIME		GYM	STUDIO TIME	
6:00	STUDIO TIME		GYM	STUDIO TIME	
6:30	STUDIO TIME		GYM	STUDIO TIME	
7:00	STUDIO TIME		GYM	STUDIO TIME	
7:30	STUDIO TIME		GYM	STUDIO TIME	
8:00	STUDIO TIME		GYM	STUDIO TIME	
8:30	STUDIO TIME		GYM	STUDIO TIME	
9:00	STUDIO TIME		GYM	STUDIO TIME	
9:30	STUDIO TIME		GYM	STUDIO TIME	
10:00	STUDIO TIME		GYM	STUDIO TIME	
	Sleep	Sleep	Sleep	Sleep	Sleep

# BUSINESS OWNER –Time Map



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Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am-9am	Strategic Planning				
9am-12pm	Concentrated, Planned Work (Pro-Active)				
12pm-1pm	Lunch				
1pm-7pm	Meetings/Unplanned Work (Reactive)				



# Blank Time Maps



# Time Map Tools

For more info on how to create a Time Map,  
see:

TIME MANAGEMENT FROM THE INSIDE OUT,  
2nd Edition, pages 173-196

NEVER CHECK EMAIL IN THE MORNING  
pages 106-111

For a package of blank Time maps, go to  
the [FranklinCovey](#) site.