

JULIE MORGENSTERN

# Sample Time Maps

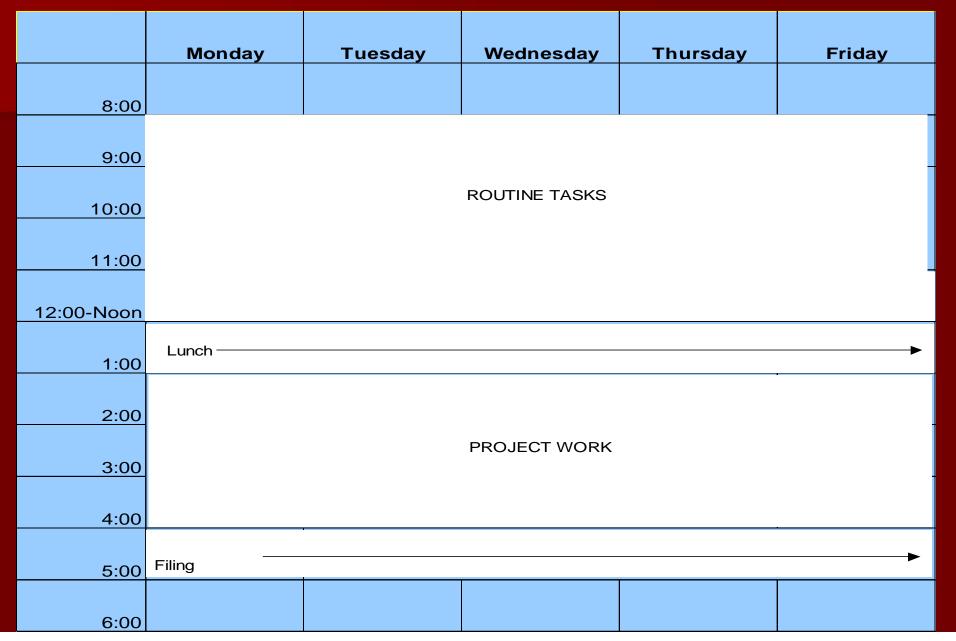
A Time Map is a budget of your day, week or month that balances your time between the various departments of your life. Built around your own natural habits, style and goals, your Time Map reflects who you are and what is important to you.

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**





Μ		ANAGER	-Time Ma	p		RGENSTERN RPRISES
9:00am		QUIET	WORK-New ide	eas		
10:00am			EMAIL			
11:00-12:30pm			۲ WORK-Editin	n		
11.00-12.30pm		QUL		J		
12:30-2:00pm		BUS	SINESS LUNCH	IES		
2:00-3:00pm			EMAIL			
3:00-5:00pm						
5:00-7:00pm	EMAIL					

#### **EXECUTIVE-Time Map**



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

### WORKING MOM – Time Map



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4:30AM	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up
4:30-6:00	SELF TIME - Re	ading, Running				FAMILY	FAMILY TIME
6:00-7:30	FAMILY TIME- D	Dressing, Break	ERRANDS				
7:30-8:30	COMMUTE- 1/2	hr. with Kids, 1	/2 hr. Dictation fo	r work		HOUSE CLEANING	OUTINGS and FUN
8:30-5:00	WORK & SCHO	OL	FAMILY FUN TIME				
5:00-6:00	COMMUTE- 1/2	hr. with Kids, 1	/2 hr. Dictation fo	r work			
6:00-9:00	Family Time -	Dinner, Dinner F	Prep, Relaxation			MARRIAGE TIME	FAMILY PROJECTS - mending, repairs, organizing
9:00-10:00	MARRIAGE TIME - Quiet time together					DATE NIGHT	
10:00-11:00	SELF TIME - Read, Relax, Layout Clothes						
11:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

#### **MANAGING EDITOR – Time Map**



JULIE MORGENSTERN

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 AM	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up
7:30 - 9:30 AM	Shower, coffee, NY	T.com				NO EMAIL FR	OM HOME
9:00 - 9:30 AM			Commute				
9:30 - 11:30 AM	0	CLOSED DOOR: Qu	iet Work, Editing, Me	emos to writers, idea	S		
11:30 - 12:30 PM			OPEN DOOR				
12:30 - 1:00 PM			Lunch				
				<b>、</b>			
1:00 - 2: 30 PM		EMAIL &	COMMUNICATIONS	<u>)</u>			
2:30 - 3:30 PM			OPEN DOOR				
3:30 - 5:30 PM		TODAY'S	SUNEXPECTED RE	QUESTS			
5:30 - 6:30 PM		EMAIL WF	RAP UP AND PLAN I	NEXT DAY			
6:30 PM			LEAVE OR GYM				
7:00 - 8:00 PM	HOME - TV, Unwind						
8:00 - 8:30 PM							
0.00 1.00 1.00							
8:30 PM	READ					NO WEB SI AT NIGHT	JRFING
10:30 PM							
11:00 PM		Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

#### **TEACHER/ARTIST – Time Map**



JULIE MORGENSTERN

Time	Monday	Tuesday	Wednesday	Thursday	Friday			
АМ	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up			
6:30	PERSONAL TIME							
7:00								
7:30			COMMUTE					
8:00								
8:30	TEACH	PREP TIME	TEACH	PREP TIME	TEACH			
9:00	PREP TIME	TEACH	PREP TIME	TEACH	PREP TIME			
9:30 10:00								
10:30								
11:00			TEACU					
11:30			TEACH					
######								
12:30		ИСН			ИСН			
1:00	201		PROFESSIONAL	201				
1:30			DEVELOPMENT					
2:00	TEACH	PREP TIME		PREP TIME	TEACH			
2:30								
3:00	CONNOTE							
3:30								
4:00 4:30	PERSONAL HIME							
5:00								
5:30			GYM		PERSONAL			
6:00	STUDIO TIME			STUDIO TIME	TIME			
6:30								
7:00								
7:30								
8:00								
8:30								
9:00								
9:30								
10:00	Sleep	Sleep	Sleep	Sleep	Sleep			

#### **BUSINESS OWNER – Time Map**



JULIE MORGENSTERN

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am-9am			Strategic Planning		
9am-12pm		Concentrat	ed, Planned Work (P	Pro-Active)	
12pm-1pm			Lunch		
1pm-7pm		Meetings	/Unplanned Work (R	eactive)	

## 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.