Time Map

Upstate Clutter Coach
PROFESSIONAL ORGANIZER

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Thank you for downloading this Time Map! Time maps help us to identify what we're spending our time on. We can rearrange our activties into similar groups to create blocks of time in which we are single-tasking instead of multi-tasking. Here are the steps to help you fill out the map.

Step 1: Download this Time Map.
Step 2: Start by writing the first hour of the day when you TYPICALLY wake up.
Step 3: Record the times every 30 minutes until the time you TYPICALLY go to bed.
Step 4: Write in any long-standing and regular appointments or activities. (Work, School, Sports, Meetings, Family Time, Religious Activities, Etc.)
Step 5: In the spots that you have left, pencil in the OTHER activities you accomplish each week. (Cleaning, Hobbies, Exercise, Etc.)
Step 6: If your map is overflowing, you need to delegate.

List Activities to Delegate:

**Remember that when you want to delegate actvities, ask the other people in your life which ones they might like to take over. Demanding that others take over tasks won't get you very far. Delegating tasks involves gracious and understanding attitudes.*

I've tried to fit all of the cells on one page for those of you who get 6 or more hours of sleep per night. If you would like an Excel version of this document, please email me at UpstateClutterCoach@gmail.com.

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