

CREATE A TIME MAP

Example –Working Mom/Runner

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 - Reading, Running					FAMILY	FAMILY TIME
6:00-7:30	FAMILY TIME- Dressing, Breakfast, Clutter Pick-Up, Fun Time						
7:30-8:30	COMMUTE- 1/2 hr. with Kids, 1/2 hr. Dictation for work					ERRANDS HOUSE CLEANING	OUTINGS and FUN
8:30-5:00	WORK & SCHOOL						
5:00-6:00	COMMUTE- 1/2 hr. with Kids, 1/2 hr. Dictation for work					FAMILY FUN TIME	
6:00-9:00	FAMILY TIME - Dinner, Dinner Prep, Relaxation						
9:00-10:00	MARRIAGE TIME - Quiet time together					MARRIAGE TIME	FAMILY PROJECTS - mending, repairs, organizing
10:00-11:00	SELF TIME - Read, Relax, Layout Clothes						
11:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

Example-Professional Lawyer/Volunteer

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
6:00AM	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up		
6:00-6:30	SELF-Shower, Dress, Pack lunch					Errands Class Friends	Fun/Friends		
6:30-7:00	COMMUTE								
7:00-9:00	Client Matters								
9:00-11:00									
11:00-12:00								Client Calls/eMails (East Coast)	
12:00-1:00	LUNCH-Firm Relations							Errands	
1:00-3:00	Speaking							Class	
3:00-5:00	Pro Bono								
5:00-7:00	Client Calls/eMails (West Coast)							Friends	Prep for Week
7:00-7:15	WRAP UP, Plan next day								
7:15-7:45	COMMUTE								
7:45-8:30	DINNER								
8:30-11:30	SELF-Relaxation					Friends			
11:30	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep		

