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**How to use the Time Map Chart**

This is an exercise in discovery and understanding of how time passes and how you utilize that time. You might be surprised to learn where you spend your time and how much time you spend doing something when you closely monitor yourself for one week.

Oftentimes, we miscalculate how long it takes to perform a task, walk to a location, do homework, play a game, pay bills, check social media, eat a meal and more.

Fill in each block with the activity you perform. Customize the block space as needed, for example, if a task takes less than the 30-minute allotted block, make a note of it.

Be diligent about keeping up with the chart for one full week.

Take note of:

* how much time you spend sleeping
* how long it takes to get ready in the morning
* how much time you spend commuting
* unproductive time pockets
* how long it takes to do any of your daily tasks

**Want to discuss and explore your results together?**

**Please feel free to reach out and schedule a free 20-minute phone consultation.**

Organization Lane, LLC

Sandra Lane, CPO

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TIME MAP CHART

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