



Time Mapping

After completing this time mapping workshop, you will walk away with:

1. The layout for your ideal day so you maximize your productivity.
2. 20+ hours per month to spend how you choose!
3. A behind-the-scenes-look into my calendering process and how to adapt it to work for you.
4. Clarity around three things you'd like to accomplish in the next month--and you'll schedule them into your newly-organized calendar!

Part I - What does your ideal day LOOK and FEEL like

| | | |
|--------------------|-----------------------|----------------|
| Sleep | Exercise | Work |
| Family/Friend Time | Creative Renewal Time | Self Care Time |
| House Stuff | Kids | Hobbies |
| | | |
| | | |

Part II - Find 20+ Hours a Month to Spend How You Choose!

Let's get real with your time and how you are spending it. Please make sure you have printed the Time Mapping Tool template from this guide. You need a paper version for this to work well--and a pencil! Not only is this process going to reveal to you pockets of time to reallocate to FUN things, but it's fun and insightful in many other ways.

(**Note:** I've also included the step-by-step instructions at the end of this guide so you can go through this process on your own, again, at any time! Simply print a new version of the Time Mapping Tool and have a go at it!)

Part III: A Behind-the-Scenes Look at My Calendering Process

First and foremost, it's important that you realize your calendar, and your time, is actually a MINDSET and a CHOICE. You get to decide and choose what you are going to honor every single day, if you are going to be in reaction mode to other people's drama, and if you are going to actually do what you put into your calendar, or not. No tool or fancy program will help you with these two items!

As I take you through my mindset and choices when it comes to my time, freedom, and calendar, feel free to use the space below to keep track of things that you'd like to try--and are intriguing to you!

Part IV - Targets: What three things would you like to accomplish in the next month?

One:

Two:

Three:

Target One:

Part 1:

Part 2:

Part 3:

Part 4:

Part 5:

Target Two:

Part 1:

Part 2:

Part 3:

Part 4:

Part 5:

Target Three:

Part 1:

Part 2:

Part 3:

Part 4:

Part 5:

Now that you have identified three targets, and you have broken them down into parts, it's time to schedule EACH PART into your calendar.

RESOURCES

Time Mapping Tool Directions

1. Print the Time Mapping Tool template and grab a pencil.
2. The template is numbered 1-96. The numbers represent 15 minute chunks of time. (96 chunks/day x 15 minute blocks = 24 hours in a day)
3. Let's begin time mapping your *ideal* day.
 - a. Notice that I said ideal. Not only are we going to find time for you to do what you want to do, but we're also going to check in with your life! For example, if you know you need more sleep, or want to spend less time on social media, now is the time to get a new plan of action. Let's get your life completely aligned with your most important desires, needs, and values.
 - b. Let's start with sleep! Start plotting on the template the number of hours you want to sleep each day. For example, I need 7 hours a day to function at my best, so I marked 28 fifteen minute chunks "sleep." (28 x 15 = 7 hours)
 - c. Next, move onto the number of hours you spend eating, prepping meals, and cleaning up each day. Map that time.
 - d. Follow this procedure for everything you do in an average day.
 - e. Here are some more categories for you to consider:
 - Exercise/meditation
 - Reading
 - Television
 - Commuting to and from work
 - Work
 - Bathing/Grooming
 - Social media
 - Checking email
 - Time with family and friends

4. The only way this activity works is if you are honest with yourself and you really think through your day. How much time do you spend commuting? Picking up kids from various activities? Talking on the phone to relatives and friends? You must get super clear on your time.

5. Once you have your day completely mapped out, you have two options:

- If you're happy with how you're spending your time, and you have leftover time for the things you WANT to do, congrats!
- If you're NOT happy with how you're spending your time, and you didn't find extra time for the things you WANT to do, I suggest you do the activity again, and create a new plan.

6. How much time did you find (or create in a new plan) that can be spent doing the things you WANT to be doing each day? Most of my clients end up finding 1.5 to 3 hours per day they can dedicate to new things. This is huge! Even if you only set aside 1.5 hours a day, 5 days a week, this means that you now have 7.5 hours a week, or 30 hours a month, dedicated to FUN and FULFILLING things.

TIME MAPPING TOOL TEMPLATE

| | | |
|----|----|----|
| 1 | 33 | 65 |
| 2 | 34 | 66 |
| 3 | 35 | 67 |
| 4 | 36 | 68 |
| 5 | 37 | 69 |
| 6 | 38 | 70 |
| 7 | 39 | 71 |
| 8 | 40 | 72 |
| 9 | 41 | 73 |
| 10 | 42 | 74 |
| 11 | 43 | 75 |
| 12 | 44 | 76 |
| 13 | 45 | 77 |
| 14 | 46 | 78 |
| 15 | 47 | 79 |
| 16 | 48 | 80 |
| 17 | 49 | 81 |
| 18 | 50 | 82 |
| 19 | 51 | 83 |
| 20 | 52 | 84 |
| 21 | 53 | 85 |
| 22 | 54 | 86 |
| 23 | 55 | 87 |
| 24 | 56 | 88 |
| 25 | 57 | 89 |
| 26 | 58 | 90 |
| 27 | 59 | 91 |
| 28 | 60 | 92 |
| 29 | 61 | 93 |
| 30 | 62 | 94 |
| 31 | 63 | 95 |
| 32 | 64 | 96 |

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