My Time Map

See where your time really goes before you plan where it should go.

Name: _____ **Date:** _____

1 Estimate vs actual

Guess the minutes first, then time it. Ratio = actual divided by estimate

Task	My estimate (minutes)	Actual (minutes)	Ratio
e.g. weekly report			

2 Sort this week's tasks

Write each task in one box

Important and due soon: do first

Important, not due soon: schedule it

Due soon, less important: shrink it or hand it off

Neither: drop it or park it

3 My biggest time drains

Tick the ones that cost you the most

- ☐ Phone and social media
- ☐ Email and messages
- ☐ Interruptions
- ☐ Unclear next step
- ☐ Saying yes too often
- ☐ Switching tasks
- ☐ Waiting to feel ready
- ☐ Low energy hours

4 My energy hours

When is focus easiest, and when is it hardest?

My best focus hours: _____

My low energy hours (good for easy tasks): _____

5 My week at a glance

One ordinary week. Write a number each day

What I count	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Focus blocks planned								
Focus blocks done								
Tasks finished								
Interruptions								
Phone pickups								
Rushed or late								

What I learned about my time: _____

My most realistic ratio for planning: _____

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My Weekly Time Plan

Fewer priorities, a clear first step, a set time and room for the unexpected.

Name: _____ **Date:** _____

1 My top three this week

Write the very first step, small enough to start in 10 minutes

Priority	Very first step	Day and time
1		
2		
3		

2 My if-then plans

If (situation), then I will (action). Plan for the moment you usually get stuck

If _____

If _____

If _____

3 My focus blocks

One task per block. Leave a buffer. Tick when done

Day	Focus block 1	Focus block 2	Buffer time	Done
Mon				
Tue				
Wed				
Thu				
Fri				

4 My weekly review

Look at your estimates and blocks, then adjust

What worked this week: _____

Next week I will change: _____

5 My parking lot

Ideas and tasks that pop up during a block. Write them here, deal with them later

_____

_____

_____

For therapists and clients

1. Not a test. Most people underestimate how long tasks take, so plan from your actual log, not your hopes.
2. Plan fewer things than seem to fit and leave buffer time between blocks.
3. One task per focus block. Switching back and forth costs time and attention.
4. If time problems come with lifelong distraction, restlessness or forgetting, ask about an ADHD assessment.

If stress feels unmanageable, talk to a doctor or therapist. In the US, call or text 988 in a crisis.

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