

# Time Management Tips for Moms



## Visualize your life

If you know what you want for your life you won't lose track of time on things that are time wasters or take you down the wrong path.

## Clear the brain clutter

Filling your brain with people that are toxic or idle gossip takes up a lot of time. Let go of the things that you can't control and focus on how it can all be good.

## Analyze your Schedule

Are your priorities in your calendar? What can you shift to that they are.

## Mindful Email

Check your email once you actually have dedicated time to respond wholly rather than on the run. You'll be more focussed.

## Focussed Power Hours

Take an hour and power through with precision and focus all those other tasks that are important but not work-based such as de-cluttering your desk, or taking care of school papers.

## Build in Transition Time

Take a few deep breaths between tasks and between back-to-back meetings. You will be present and sharper with the task at hand.

## Take small breaks

The brain performs poorly if it hasn't taken a break. So set your phone alarm to remind you stand up and stretch and take a walk. You will be more productive.

## Fuel yourself for the marathon

You don't have time to feel crappy. Fill your day with healthy foods to avoid spikes and crashes and keep your brain sharp.

## Create boundaries

You train the people around you how to treat you - that includes your boss, and clients, your colleagues and your kids. Start implementing small boundaries and stick to them.

## Prioritize

Prioritize your week. Create a high level view of your week on Sunday - think about what you want to accomplish by the end of the week and make space for it. This includes work, personal and family.