THE BALANCED WORKING MOM PLANNER





Your system for calm, balance, and joyful moments.

Your 15-minute daily routine for calm, meals, and sleep.

The Balanced Working Mom System $^{\text{TM}}$ | Digital + Printable



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THE 5-MINUTE SETUP

WELCOME, MAMA — YOU'RE ALREADY DOING GREAT.

This planner is your command center. It's here to save you time, reduce stress, and help you create calm, repeatable routines. You do not have to use every page. Start small. Take five minutes now and put the two most-important pages where you'll see them every day.

Your First 5 Minutes

Print your Daily Schedule (Page 9) — place it on the counter or fridge where you get ready.
Print your Weekly Meal Plan (Page 26) — stick it to the fridge so dinner never needs to be a surprise.
Write one "TODAY" sticky note with 3 top priorities (see the example below).
Breathe. You've already taken back control.

If you only have 60 seconds

Write today's plan on a Post-it and stick it on your phone: "8:30 drop-off/ 1-2pm nap / 6:30 dinner / 8pm bed" — that's it.



TODAY

- Drop-off 8:30 AM
- Nap 1:00–2:00 PM
- Dinner 6:30 PM
- (leftovers) • Bedtime 8:00 PM

This is a season, not a sentence. Do one thing today that makes tomorrow easier.



HOW TO USE THIS PLANNER

PRINT IT. TAP IT. MAKE IT YOURS.

This isn't just another planner — it's a flexible system designed for both print and digital use. Use it the way that fits your lifestyle, whether you're a binder-and-pen mom or a tablet-andstylus mom.



For Printing

- Print single pages you use daily (like Daily Schedule or Meal Plan).
- For a full setup: Print the whole planner \rightarrow hole-punch for a binder or spiralbind at your local shop.
- Use sticky notes, stickers, or highlighters to make it fun and easy to follow.





For Digital Use

- Works seamlessly in apps like GoodNotes, Notability, or Xodo.
- Open the PDF \rightarrow import into your app \rightarrow write on it with Apple Pencil, stylus, or even your finger.
- Tap checkboxes or use highlighting tools to keep it interactive.



Don't overcomplicate.

Pick ONE page to start today.

Example: Just use the Daily Schedule for 3 days straight. Once it feels natural, add meal planning or sleep logs.





MONTHLY CALENDAR

ONE PAGE TO SEE IT ALL

Use this page to plan your month at a glance. Add work deadlines, toddler milestones, appointments, family events, and self-care time. Keep it simple — one or two key notes per day is enough.

MON	TH:			YEAR:		
М	Т	W	Т	F	S	S
			EVENTS:			
Notes:			Monthly prior	ity		
					you wa	ultiple copies if ant to use one ar for work and e for family.



PRE-FILLED EXAMPLE:

OCTOBER (WORKING MOM + TODDLER)

	Month:	OCTOBER	2	Ye	ar : 2025	
М	Т	W	Т	F	S	S
		Daycare fees due	2	Work project deadline	Family pizza night	5 Grocery + laundry
6 Work project deadline	7 Family pizza night	8	9 Partner late shift → quick dinner	10	Movie night at home	Toddler playdate at park
13 Laundry + weekly reset	14 Daycare closed (backup sitter)	15 Team presentatio n, 11 AM	Pay credit card bill	17	18 Family game night	19 Grocery shop + Costco run
20 Meal prep & meal plan for week	21 Doctor appointment (mom), 9 AM	22	Big work deadline	Daycare fall party (bring snacks)	25 Movie night + popcorn	26 Park + errands
27 Meal prep & meal plan for week	28	29	30	31rick-or- Treat night (early dinner + costumes ready)	Events:	
Notes :		M	1onthly priority	,		
		Prep 2 fre	er bedtime routing ezer meals each work nights to 2	weekend.	if you W	ciple copies ant to use dar for work e for family.

Plan and prep Halloween costumes by Oct 27.



WEEKLY WORK + TODDLER ROUTINE PLANNER

ONE WEEK. ONE RHYTHM.

Use this to line up your work commitments with your toddler's daily needs. It helps prevent overlap, forgotten tasks, and end-of-day chaos.

VI O IV I I		VV E I		
DAY	MORNING (6–9 AM)	AFTERNOON (12–3 PM)	EVENING (5–9 PM)	NOTES
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

WEEKLY WORK + TODDLER ROUTINE EXAMPLE

A SAMPLE WEEK TO SPARK IDEAS.

MONTH WEEK DAY AFTERNOON (12-3 PM) **NOTES** MORNING (6-9 AM) EVENING (5-9 PM) MONDAY Breakfast + Work meeting 1 Mom gym 30 Family dinner; daycare drop-PM; bedtime min after off toddler nap routine bedtime TUESDAY Quick Project work; Leftover Partner late breakfast; toddler dinner; shift emails playdate story time WEDNESDAY Daycare drop-Work Takeout Grocery list off; calls: dinner; prep coffee laundry errands **THURSDAY** Daycare closed Breakfast: Easy pasta Big work → backup sitter weekly dinner; deadline bath + bed planning FRIDAY Breakfast + Half-day Pizza night + daycare dropwork; family movie off toddler nap SATURDAY **Family** Park trip Laundry + Costco toddler dinner; run groceries tidy up nap SUNDAY Relax Prep Family game Meal prep for

Notice how each block

week

time:

journaling

night +

early bedtime

Halloween

costumes

DAILY SCHEDULE — WEEKDAY

YOUR ANCHOR FOR CALM MORNINGS, FOCUSED WORK, AND PEACEFUL EVENINGS.

Use this page to block your day into simple chunks. Add only what matters most. Keep it realistic, not perfect.

Time Block	Notes	s / To-Dos (ample writing space)
Morning (6–9 AM)		
Midday (9–12 PM)		
Afternoon (12–3 PM)		
Late Afternoon (3–6 PM		
Evening (6–9 PM)		
Night (After 9 PM)		
→ Mea	l Plan:	No. Top 3 Priorities Today:
Breakfast		1
Lunch		2
Dinner		3
Self-Care Mome	nt:	NOTES:

DAILY SCHEDULE — WEEKDAY EXAMPLE

A REALISTIC WEEKDAY SNAPSHOT.

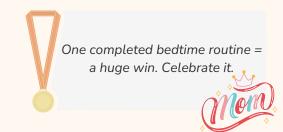
Time Block	Notes / To-Dos (ample writing space)
Morning (6–9 AM)	Breakfast → Toddler dressed → Daycare drop-off
Midday (9–12 PM)	Emails + team call → Quick snack
Afternoon (12–3 PM)	Work on project → Toddler nap (daycare)
Late Afternoon (3–6 PM)	Meeting wrap-up → Grocery pickup
Evening (6–9 PM)	Family dinner → 20 min playtime → Bath + bedtime
Night (After 9 PM)	Tidy kitchen → Journal 5 mins → Netflix 30 mins

+	Meal Plan:
Breakfast	Oatmeal + fruit
Lunch	Leftover pasta
Dinner	Tacos (easy!)



Evening journaling (5 mins)

No.	Top 3 Priorities Today:
1	Finish project draft
2	Pick up groceries
3	Bedtime by 8 PM





DAILY SCHEDULE — WEEKEND

SPACE FOR FAMILY, REST, AND RESET.

Weekends often look different — more family time, errands, and catch-up. Use this page to keep weekends simple but intentional.

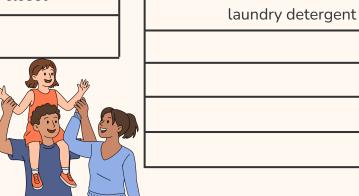
Time Block		Notes / To	o-Dos (ample writing s	pace)	
Morning (7–10 AM)					
Late Morning (10–12 PM)					
Afternoon (12–3 PM)					
Late Afternoon (3–6 PM)					
Evening (6–9 PM)					
Night (After 9 PM)					
Errands / Shoppi	ng List	No.	Weekend	Goals	
		1			
		2			
		3			
			Family Fun Idea	STORY HEILD	
r	Domomhori wooken	de are for re	eset Don't overschedule		BWN

WEEKEND DAILY SCHEDULE — EXAMPLE

A BALANCED WEEKEND SNAPSHOT.

Time Block	Notes / To-Dos (ample writing space)
Morning (7–10 AM)	Pancakes for breakfast → Grocery shopping
Late Morning (10–12 PM)	Park playdate → Laundry load #1
Afternoon (12–3 PM)	Toddler nap → Meal prep for week
Late Afternoon (3–6 PM)	Family outing → Target run
Evening (6–9 PM)	Pizza dinner → Movie night
Night (After 9 PM)	Tidy kitchen → Relax with book

No.	Weekend Goals
1	Groceries
2	Clean toddler's closet
3	



Errands / Shopping List

Groceries

Diapers



Family Fun Idea

Pumpkin patch visit



SURVIVAL MODE SWITCH

WHEN LIFE FEELS TOO MUCH — DO LESS.

Some days everything feels overwhelming — sick toddler, endless meetings, zero sleep. On those days, you don't need a perfect plan. You need a bare minimum routine. This page gives you permission to pause.

1. FIRST, RESET YOUR BRAIN (60 Seconds)

- Try the 3-3-3 Rule: See: _____, Hear: ____, Move: ____.
- Mantra: "Good enough is perfect for today."

2. RESET YOUR SPACE

- Do a "Two-Minute Tidy" with the kids.
- Set a timer for 13 minutes and tackle the kitchen/living room.
- Check the "Go-Bags" are ready by the door.

3. PROTECT YOUR ENERGY (Today's Focus)

- Connection: I will practice "Cuddle First, Chores Second" at pickup/bedtime.
- Recharge: My 5-minute recharge activity is______

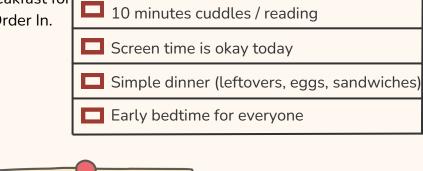
4.SURVIVAL MODE TO-DO LIST (Keep it Simple)

- Must Do: 1. _____ 2. ____ 3. ____
- Should Do (If Time/Energy): 1. _____ 2. ____
- Let It Go (Guilt-Free!): ______

5.TONIGHT'S DINNER (From the Emergency List)

 Circle One: Pre-made Freezer Meal / Breakfast for Dinner / "Assemble Your Own" Plate / Order In.





Quick breakfast (toast + fruit)

You are not failing. You are in a season of high demand. Flip the switch, take a breath, and use these tools to find your footing again."



RESTED

FED

Today's Only Goals:



Bare Minimum Routine:



DAILY DAYCARE LOG

PEACE OF MIND FOR DROP-OFF AND PICKUP.

Use this to track meals, naps, moods, and notes from caregivers. Print one for each day or reuse digitally.

Section	Notes / Details
Child's Name	
Date	
Drop-off Time	
Pickup Time	
Meals/Snacks	
Naps	
Mood/Behavior	
Activities	
Notes to Parents	





CAREGIVER NOTES

EVERYTHING YOUR SITTER OR DAYCARE NEEDS TO KNOW.

Fill this once and give a copy to every caregiver. Update if routines change.

Section	Notes / Details
Child's Name	
Age	
Allergies	
Medications	
Sleep Routine	
Comfort Items (blanket, toy)	
Favorite Foods	
Foods to Avoid	
Emergency Plan	
Parent Contact	
Doctor Contact	
	Notes :

EMERGENCY CONTACTS

QUICK ACCESS WHEN EVERY SECOND COUNTS.

Post this page on the fridge or save it in your phone. Share with daycare and caregivers.

Contact Type	Name & Phone Number
Parent 1	
Parent 2	
Pediatrician	
Nearest Hospital	
Babysitter	
Close Friend/Neighbor	
Work Contact	
Poison Control	
	Notes :

CHILD INFORMATION SHEET

AT-A-GLANCE DETAILS FOR ANYONE CARING FOR YOUR CHILD.

Use this for babysitters, daycare, or family. Update every 3–6 months.

Section	Notes
Child's Name	
Nickname/What They Answer To	
Date of Birth	
Age	
Height/Weight	
Daily Routine Highlights	
Favorite Activities	
Things That Comfort Them	
Medical Conditions	
Notes for Caregiver	
	Notes :

DAYCARE HANDOVER CHECKLIST

EVERYTHING PACKED, NOTHING FORGOTTEN.

Health & Safety

Print this checklist, laminate it, and keep it near the front door. Use a dry-erase marker or mentally tick items each morning.

Daily Essentials

 Diaper bag / Backpack Lunchbox / Snacks Water bottle Extra clothes (1–2 sets) Comfort item (blanket / toy) 	 Medications (with instructions) Sunscreen / Hat (if outdoor play) Seasonal gear (coat, mittens, rain boots)
Paperwork O Daily daycare log (Page 14) Caregiver notes (if updated) Emergency contact sheet (Page 16)	Health and beauty Fresh bedding (if daycare provides naps) Refill diapers & wipes Replace spare clothes if used
"Today's special note:"	
Note	s:



DIVIDE & CONQUER

SHARE THE LOAD, REDUCE THE STRESS.

Task	Who's Responsible?	Due Date	Done?
Daycare drop-off			
Dinner cleanup			
Bath time			
Grocery run			
Laundry			
Bills/Finances			
Other			



WEEKLY ACTIVITY PLANNER

PLAN PLAY, LEARNING, AND BONDING WITH EASE.

Choose 1–2 activities per day. Keep them simple — repetition is good for toddlers.

Day	Morning Activity	Afternoon Activity	Evening Activity
MONDAY			
NOTES			
TUESDAY			
NOTES			
WEDNESDAY			
NOTES			
THURSDAY			
NOTES			
FRIDAY			
NOTES			
SATURDAY			
NOTES			
SUNDAY			
NOTES			
		Notes :	

QUICK 10-MINUTE BONDING ACTIVITIES

FOR WHEN YOU'RE TIRED BUT STILL WANT CONNECTION.

 R 	lead	a f	avorite	board	book	together
-----------------------	------	-----	---------	-------	------	----------

- Dance to 1–2 songs in the living room
- Color or scribble side by side
- Build a 5-piece puzzle together
- Cuddle and talk about the day
- Line up toy cars and race them
- Watch the sunset from the window







INDEPENDENT PLAY IDEAS

FOR WHEN YOU NEED 15 MINUTES TO YOURSELF

Creative Play:

- Stickers + paper
- Play-dough with safe tools
- Large coloring pages

Quiet Play

- Sensory bin (rice, beans, pom-poms)
- Stacking cups or blocks
- Toddler-safe puzzles

Movement Play:

- Ball rolling
- Obstacle course with pillows
- Dance freeze game













WEEKEND FAMILY FUN LIST

SIMPLE MEMORIES, NOT COMPLICATED OUTINGS.

• Homemade pizza night



Walk to a nearby park



• Finger painting



• Family dance party



• Movie night with popcorn



• Short car ride adventure



• Backyard picnic



• 🔐 Seasonal craft (pumpkin painting, leaf art, etc.)

Notes:



TODDLER LEARNING TRACKER

CELEBRATE PROGRESS, NOT PERFECTION.

Skills	Morning Activity	Afternoon Activity	Evening Activity
Colors			
NOTES			
Shapes			
NOTES			
Numbers 1– 10			
NOTES			
Alphabet letters			
NOTES			
New words			
NOTES			
Self-feeding			
NOTES			
Sharing toys			
NOTES			

BWM

WEEKLY MEAL PLANNER

TAKE THE GUESSWORK OUT OF MEALS.

	BREAKFAST	LUNCH	DINNER	SNACK
MOM				
TUE				
WED				
THUR				
FRI				
SAT				
SUN				



WEEKLY MEAL PLANNER EXAMPLE

A REALISTIC WEEK OF FAMILY MEALS.

	BREAKFAST	LUNCH	DINNER	SNACK
MOM	Oatmeal + fruit	Sandwich + yogurt	Tacos	Apple slices
TUE	Smoothie + toast	Leftover pasta	Chicken stir-fry	Crackers
WED	Pancakes	Wrap + carrots	Baked salmon + rice	Cheese sticks
THUR	Eggs + toast	Soup + bread	Pasta + salad	Popcorn
FRI	Cereal + banana	Turkey sandwich	Homemade pizza	Grapes
SAT	Muffins + milk	Picnic sandwiches	BBQ chicken	Trail mix
SUN	Waffles	Leftovers	Slow-cooker stew	Cookies



TODDLER LUNCHBOX PLANNER

HEALTHY, SIMPLE, AND TODDLER-APPROVED.

	MAIN	VEGGIE/FRUIT	SNACK	DRINK
MOM				
TUE				
WED				
THUR				
FRI				
SAT				
SUN				



TODDLER LUNCHBOX PLANNER (EXAMPLE)

A REALISTIC WEEK OF FAMILY MEALS.

	MAIN	VEGGIE/FRUIT	SNACK	DRINK
MOM	Mini quesadilla	Apple slices	Cheese cubes	Water
TUE	Turkey roll-ups	Carrot sticks	Crackers	Milk
WED	Mini pasta	Grapes	Yogurt tube	Water
THUR	Chicken nuggets	Cucumber	Pretzels	Water
FRI	Mini sandwich	Raisins	Banana	Milk



BATCH COOKING & FREEZER MEALS

SAVE TIME, STRESS LESS.

MEAL	DATE COOKED	PORTION SIZE	FREEZE BY	NOTES



SNACK IDEAS CHEATSHEET

QUICK, HEALTHY, AND TODDLER-FRIENDLY.

Fruits & Veggies	Protein Snacks
Apple slices with peanut butterCarrot sticks with hummusGrapes (halved)Banana slices	Cheese cubesYogurtHard-boiled eggTurkey roll-ups
Grains & Crunch	Sweet Treats (in moderation)
Whole grain crackersPopcorn (plain, toddler-safe)Mini rice cakesOatmeal muffins	Yogurt dropsFruit leatherHomemade banana bread
Special note:"	
Notes:	



GROCERY LIST

SIMPLE, SORTED, AND STRESS-FREE.

PRODUCE 🗯	DAIRY 🖥	PROTEIN 🍗	GRAINS 🔐	PANTRY 💈	OTHER 🐙

GROCERY LIST



TODDLER SLEEP TRACKER

TRACK NAPS AND NIGHTS WITH EASE. MONTH-

DATE	NAP TIME START	NAP TIME END	NIGHT SLEEP START	NIGHT SLEEP END	WAKE-UPS	NOTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						BW
31						

TODDLER SLEEP TRACKER (EXAMPLE)

TRACK NAPS AND NIGHTS WITH EASE.

MONTH -	

DATE	NAP TIME START	NAP TIME END	NIGHT SLEEP START	NIGHT SLEEP END	WAKE-UPS	NOTES
1						
2						
3						
4						
5						
6						
7	1:15 PM	2:45 PM	8:00 PM	6:30 AM	1 (2 AM)	Needed water
8	1:30 PM	3:00 PM	7:45 PM	6:45 AM	0	Slept through
9	1:20 PM	2:40 PM	8:15 PM	6:15 AM	2	Teething pain
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						



EVENING WIND-DOWN CHECKLIST

CONSISTENCY = CALMER BEDTIMES.

	Dinner finished by 7:00 PM
	Bath time (warm water, calming soap)
	Pajamas + brush teeth
	Read 1–2 books together
	Lights dimmed
	Bedtime routine song or cuddle
	Lights out by 8:00 PM
Toddlers thrive	on repetition — the same order each night helps their brain know it's bedtime.



WEEKEND SLEEP LOG

CONSISTENCY = CALMER BEDTIMES.

DAY	DATE	NAP START	NAP END	BEDTIME	MORNING WAKE TIME	NOTES
						BW

NAPTIME TROUBLESHOOTING

FOR WHEN NAPS FEEL IMPOSSIBLE.

- Create a consistent nap space (dark room, white noise).
- Offer a light snack before nap to prevent hunger wake-ups.
- E Calm pre-nap activity (book, cuddle, song).





If nap fails, move bedtime earlier to avoid overtiredness.



SELF-CARE CHECKLIST

BECAUSE YOU CAN'T POUR FROM AN EMPTY CUP.

Drink water before coffee
Take 3 deep breaths
Step outside for 5 minutes
Journal 3 lines
Call/text a friend
Stretch for 2 minutes
Listen to your favorite song



WEEKLY MOOD TRACKER

NOTICE PATTERNS, CELEBRATE WINS.

RECOGNISING LINKS BETWEEN YOUR MOOD AND YOUR ENVIRONMENT, MAY ALLOW YOU TO BECOME MORE SELF-AWARE. AT THE END OF EACH DAY, FILL OUT THE CHART WITH THE MOOD YOU FELT MOST OF THAT DAY.

WEEK OF:

	\odot	(. · · · · · · · · · · · · · · · · · · ·	· ·	(×.	· · •
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					

REFLECTION NOTES



GRATITUDE JOURNAL

SMALL MOMENTS, BIG IMPACT.

Today I'm grateful for:	
A small win I want to remember:	
Someone who helped me today:	



Gratitude turns what we have into enough.



MOM'S WEEKLY GOALS

CLARITY + PROGRESS = CONFIDENCE.

	3 Focus Goals
1.	
2.	
3.	
•	Why this goal matters to me:
	First small step:
•	Done by:



SUPPORT CONTACTS

YOU DON'T HAVE TO DO THIS ALONE.

Contact Type	Name/Service	Contact Information





NOTES

JOT IT ALL DOWN.



TODDLER SICK DAY LOG

TRACK SYMPTOMS AND CARE WITH CLARITY.

DATE	TEMP	SYMPTOMS	MEDICATIONS	FLUIDS TAKEN	NOTES
			·		



SICK DAY SURVIVAL KIT

BE PREPARED BEFORE THE FEVERS HIT.

Thermometer
Fever reducer (age-appropriate)
Oral rehydration solution / Pedialyte
Tissues + wipes
Extra pajamas + bedding
Comfort toy or blanket
Doctor's contact info handy









Dear Mama,

You're doing enough. You are enough.

This planner is just a tool — the real magic is you.

Celebrate your small wins, and remember: balance is built one choice at a time.





"One calm moment each day is all it takes to reset."



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