

A warm, intimate photograph of a woman with long, wavy brown hair smiling gently with her eyes closed. She is holding a young child with curly brown hair, whose face is partially visible as they lean into the woman. The scene is set against a soft, neutral-toned background, creating a sense of love and connection.

# THE JOY OF MOTHERHOOD

*Embracing the Chaos  
with Grace*

# TIME MANAGEMENT

## STRATEGIES FOR WORKING MOMS

|   |           |
|---|-----------|
| <u>General Time Management.....</u>   | <u>3</u>  |
| <u>Managing Time with Your Children.....</u>                                      | <u>3</u>  |
| <u>Making Time for Your Partner.....</u>  | <u>4</u>  |
| <u>Making Time to Take Part in<br/>Your Kids’ Extracurricular Activities.....</u> | <u>4</u>  |
| <u>Getting out of the House on Time in the<br/>Mornings.....</u>                  | <u>5</u>  |
| <u>Getting Yourself Ready for Work.....</u>                                       | <u>5</u>  |
| <u>Helping Your Family Prepare for Their Day.....</u>                             | <u>5</u>  |
| <u>Managing Meal Planning.....</u>  | <u>6</u>  |
| <u>Using a Meal List.....</u>   | <u>6</u>  |
| <u>Meal Preparation.....</u>  | <u>6</u>  |
| <u>Household.....</u>   | <u>7</u>  |
| <u>Daily Cleaning and Organizing.....</u>   | <u>7</u>  |
| <u>Divide and Spread Larger House-keeping<br/>Tasks Over Time .....</u>           | <u>7</u>  |
| <u>Capturing “Me” Time.....</u>   | <u>19</u> |
| <u>Unwind, Rest and SLEEP.....</u>  | <u>19</u> |

# GENERAL TIME MANAGEMENT

- ✓ Make a plan for each day
- ✓ Know your priorities
- ✓ Don't sweat the small stuff
- ✓ Carry a spiral notebook with you for home and work to-do lists
- ✓ Be flexible
- ✓ Reflect on tomorrow's tasks today

# MANAGING TIME WITH YOUR CHILDREN

- ✓ Establish time for your children each day
- ✓ Learn to distinguish between attention seeking and needing help
- ✓ Be honest with your kids about time
- ✓ Set limits
- ✓ Bring stability to your schedule by insisting everyone be present for dinner
- ✓ Take turns with your spouse for morning tasks and bedtime routines for the kids

## NOTES:

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# MANAGING TIME FOR YOUR PARTNER

- ✓ Get away regularly to relax and have fun together without the kids
- ✓ Share responsibilities
- ✓ Each day at work, e-mail, phone, or text your partner
- ✓ Creatively fit in time together at home to complete home and yard projects
- ✓ After putting young kids to bed, spend time together

# MAKING TIME TO TAKE PART IN YOUR KIDS' EXTRACURRICULAR ACTIVITIES

- ✓ Always have a Plan B
- ✓ Utilize time normally spent waiting at your kids' events
- ✓ If necessary, alternate extracurricular activity attendance with your spouse. You'll save time and stay connected.

## NOTES:

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# GETTING OUT OF THE HOUSE ON TIME IN THE MORNINGS

## 1. Getting Yourself Ready for Work

- ✓ Have an area in your closet just for work clothes. Organize clothes by type and color.
- ✓ Wear easy-care clothing
- ✓ Organize your shoes by color or work versus casual
- ✓ Designate a space to store work-related items so you can “grab and go”

## 2. Helping Your Family Prepare for Their Day

- ✓ Sign papers and put backpacks by the door in the evenings
- ✓ Make lunches the night before
- ✓ Have your kids pick out their clothes ahead of time
- ✓ Add 15 minutes to your morning by setting bedside alarms 15 minutes earlier
- ✓ Enjoy your breakfast together. Wake up to coffee and breakfast already made.

### NOTES:

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# MANAGING MEAL PLANNING

## 1. Using a Meal List

- ✓ Make a Meal List with a number of simple meals along with their grocery lists
- ✓ Share the Meal List with your spouse
- ✓ Place copies in convenient places and on your computer and Smartphone
- ✓ Consult your Meal List when grocery shopping

## 2. Meal Preparation

- ✓ Plan ahead. Make tomorrow's salad or Jell-O today to save time
- ✓ Double your recipe for tonight and freeze half for a future dinner
- ✓ Double duty: use meal preparation time to also spend time with your spouse
- ✓ Triple duty: Have your spouse and kids help you cook dinner for some quality time

### NOTES:

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# HOUSEHOLD

## 1. Daily cleaning and organizing

- ✓ Set a timer for 15 minutes each day to quickly complete a few house tasks
- ✓ Give each child a basket or box to do a walk-through and pick up their own items
- ✓ Make a game for your kids to race to pick up their own things
- ✓ Do a quick room walkthrough to dust and put things where they belong

## 2. Divide and spread larger house-keeping tasks over time

- ✓ For example:
  - Mondays, dust
  - Tuesdays, sweep
  - Wednesdays, vacuum
  - Thursdays, wipe down appliances
  - Saturdays, do laundry
- ✓ Teach young children how to do basic cleaning tasks

### NOTES:

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# CAPTURING “ME” TIME

- ✓ Arise 30 minutes earlier to do what you love before anyone wakes up
- ✓ Leave home earlier
- ✓ Meet friends for hors d’oeuvres after work

# UNWIND, REST AND SLEEP

- ✓ Fit in some me-time
- ✓ Compliment your efforts of the day
- ✓ Take time to read and converse with your partner

## NOTES:

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