

TIME MANAGEMENT

with ELYSE BURNS-HILL

Strategies for Working Mums

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 children about availability
- ✓ 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 children

Making Time for Your Partner

- ✓ Get away regularly to relax and have fun together without the children
- ✓ 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 children to bed, spend time together

Making Time to Take Part in Your Kids' Extracurricular Activities

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

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. Organise clothes by type and colour.
- ✓ Wear easy-care clothing
- ✓ Organise your shoes by colour or work versus casual
- ✓ Designate a space to store work-related items so you can “grab and go”

✓ Helping Your Family Prepare for Their Day

- ✓ Sign papers and put bags by the door in the evenings
- ✓ Make lunches the night before
- ✓ Have your children 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

Managing Meal Planning

1. Using a Meal List

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

✓ Meal Preparation

- ✓ Plan ahead. Make tomorrow’s salad or sandwiches 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

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

Capturing “Me” Time

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

Unwind, Rest and Sleep

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