

Time Strategy

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Workbook

A straightforward guide to help you take control
of your time and start gaining peace.

Introduction

Are you a busy mom who can't find enough time in your day (or night) to accomplish everything you need to? Perhaps you are exceptional at finding time in one area of your life, but lack time in other important areas? This Time Strategy Workbook will help you get control over your time and start living peacefully. Many women who have tried this plan have felt successful after the first day of implementation!

If you're an overwhelmed and overbooked mom, you are in good company. Welcome to the club! I know about being too busy *all too well*. Many times I fill my schedule too full without even realizing it. An example of this in my life (which used to happen every year), is when winter would come. In the winter, it is easy to be bored at home. Without anything to do outdoors, there seemed to be extra time to join groups and commit to new projects. Spring felt so far away, and I forgot the challenges that came with a full schedule. Inevitably I became overwhelmed when spring arrived. Time didn't stretch to accomplish all of my to-do lists. However, quitting my commitments made me feel like a failure, so I would trudge on in overwhelmed, anxious state each day.

Mama, You don't have to live like that anymore. Now that you have the tool to organize, you are going to flourish with peace.

The first thing that you can do to balance your busy life as a mother is to have a plan. As writer of the book *Balanced Mama*, I have been asked countless times, "What is the first thing that a mom can do to balance her life?" My answer is always something to do with planning.

Whether you are a natural planner or not, this is a fun exercise. Print this plan and take it step by step. Enjoy the process - you can do this mama!

Love,

Elizabeth

Step 1

The first step to this workbook is to write down responsibilities and other areas in your life in which you spend time. We can't truly get an idea of how to balance our lives if we don't look at all aspects. It's kind of like a budget; you have to know how many bills there are before you spend any money. This step can take some thought, so here is a list of ideas. Feel free to use them and add more of your own.

- Parenting
- Child Training
- Child snuggle
- Getting groceries
- Writing a meal list
- Online shopping
- Homeschooling
- Homeschool planning
- Homeschool shopping
- Business or Job
- Husband quality time
- Husband dates
- Friendship talking
- Friendship visits
- Extended Family communication
- Extended Family visits
- Church
- Church functions
- Community meetings
- Children friend time (like play dates)
- Children extracurricular activities
- Journaling
- Spiritual Health
- Exercise
- Self care
- Sleep
- Relaxing (what's that?!)
- Eating
- Cooking
- Laundry
- Dishes
- Animal chores
- Animal duties
- Play dates
- Cleaning house
- Making your bed
- Home repairs
- Remodeling projects
- Birthday shopping
- Christmas shopping
- Email checking
- Budgeting
- Banking online
- Going to bank
- Watering plants
- Doing taxes
- Driving with young teens
- Reading books (it's a need...ha!)
- Mowing the yard
- Making important phone calls
- Doctor appointments
- Hobby time
- Gardening
- Spring Cleanup
- Fall Cleanup
- Snow removal
- Caring for older parents
- Caring for sick children

Step 2

The second step is to place your tasks into a weekly calendar. To do this, we need to decide how long you are going to spend on each item in your list. Simply write down (in pencil) how many hours each task takes next to the task. Your task list should look like this:

3 hrs Date with Husband Work 20 hrs per week
4 hrs per day Homeshool Cook Dinner 1 hr per day

As you make this list, try to think of how many hours per week, day, or month the task will take. This will help you soon when you organize your items. Make sure that you don't underestimate your time. You still need to leave time to take showers and drink water. It can be easy to assume that "cleaning" only takes 1/2 hour per day... but are you counting the time it takes to do dishes? There might be things like "caring for sick children" that you can't put a time on. That's ok. When things like sick kids come up, we deal with them regardless of our schedule.

Many times this exercise will help women come up with creative ideas for saving time, such as to clean once per day instead of spreading out the cleaning. In fact, I have heard testimonials of women who have decided to do their clean up before bed *for an hour straight*. Cleaning once a day is a big task, but the concentrated effort saves them time.

Do you notice how I wrote "3 hours" with "Date with Husband"? This is because I know a typical date takes that long. You might not put it in weekly, but you will add it in soon.

Step 3

Now we need to add your items onto a weekly calendar. This is your Master Calendar. Don't fret - you won't need to do this for each item on your list. However, the *daily and weekly* items MUST be placed into the calendar. Depending on the life season you are in, you may have to have "at home dates" with your spouse for 2 hours, rather than 3. Or maybe you need to change the time allotted for social media to 1 hour per day instead of 2. Work the schedule so that it fits in the weekly time slots. I'll have an example for you to study on the next page.

Hint:

Many people have found this helpful write in pencil or to make their own spreadsheet in Google Drive or Excel.

Step 3 - Example

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00	Bible/think/Journal	Bible/think/Journal	Bible/think/Journal	Bible/think/Journal	Bible/think/Journal	Bible/think/Journal	Bible/think/Journal
6:30	-	-	-	-	-	-	-
7:00	-	-	-	-	-	-	-
7:30	Shower	Shower	Shower	Shower	Shower	Shower	Shower
8:00	Kids wake/get ready	Kids wake/get ready	Kids wake/get ready	Kids wake/get ready	Kids wake/get ready	Kids wake/get ready	Kids wake/get ready
8:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00	Clean up/laundry/etc	Clean up/laundry/etc	Clean up/laundry/etc	Clean up/laundry/etc	Clean up/laundry/etc	Clean up/laundry/etc	Clean up/laundry/etc
9:30		kids & Mom Workout	kids & Mom Workout	kids & Mom Workout	kids & Mom Workout	kids & Mom Workout	House Cleaning
10:00	Leave for church	Reading time	Homeschool	Homeschool	Mops Group	Homeschool	-
10:30	-	Library	-	-	-	-	-
11:00	-	-	-	-	-	-	-
11:30	-	-	-	-	-	-	-
12:00	-	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30	-	Playtime/					
1:00	Lunch	Littles Nap/Work	Littles Nap/Work	Littles Nap/Work	Littles Nap/Work	Littles Nap/Work	Littles Nap/Work
1:30	Little Nap	-	-	-	-	-	-
2:00	-	-	-	-	-	-	-
2:30	-	-	-	-	-	-	-
3:00	Snacktime/Laundry	Snacktime/Laundry	Snacktime/Laundry	Snacktime/Laundry	Snacktime/Laundry	Snacktime/Laundry	Snack
3:30	Visiting Family	Home School	Play/date/appt time	Home Projects	Homeschool	Errands in town	Something Fun
4:00	-	-	-	-	-	-	-
4:30	-	-	-	-	-	-	-
5:00	-	Husband time	Husband time	Early Supper	Husband time	Husband time	Husband time
5:30	-	-	-	-	-	-	-
6:00	Supper Prepare	Supper Prepare	Supper Prepare	Supper Prepare	Supper Prepare	Supper Prepare	Supper Prepare
6:30	-	-	-	-	-	-	-
7:00	Supper time	Supper time	Supper time	Supper time	Supper time	Supper time	Supper time
7:30	Clean up	Clean up	Clean up	Clean up	Clean up	Clean up	Clean up
8:00	Kids Bedtime	Kids Bedtime	Kids Bedtime	Kids Bedtime	Kids Bedtime	Kids Bedtime	Kids Bedtime
8:30	-	-	-	-	-	-	-
9:00	Meal Plan	laundry/prep breakfast	Friend talk time	Work Time	Work time	Friday Movie night	Free night
9:30	-	Online shopping	social media	-	-	-	-
10:00	Bed	Bed	Bed	Bed	Bed	Bed	Bed

Step 3-Continued

Lets look at the example of Step 3. When I wrote the schedule for step 3, I didn't include any added date time with a husband. This is because little ones to go to bed at 8:00. However, on Friday and Saturday night, there is built in free time to get a babysitter and go on a date. Keep this "built in time" in mind for later.

Do you also see in my example how I specifically used naptime as worktime? This is incredibly important. If you are trying to run a business, or to accomplish a large project (like remodeling), use consistent time to get the job done. Don't waste a precious naptime with laundry or dishes. Leave small tasks for later and use naptime for the most important things. If you have children that are old enough to not take naps, or if their homeschool/routine cramps your style, consider finding a routine for your child that can be hands off during a specific time of day. In my book, *Balanced Mama*, I give multiple examples of ways to do this.

Please also look at the time slot on Friday for "errands in town". This is a planned slot for things like getting groceries, going to the bank, getting taxes done, dropping off something to a friend, or any other number of things that come up. Having a 2 hour slot also gives plenty of time for errands depending on where you live. By keeping the errands to one time slot, you are free to use other time slots as you need to.

In this example 'laundry' is in the morning AND at snacktime. While the kids are eating snack is a great time to fold laundry. Everyone is busy and you can get something done.

You'll also notice that this example doesn't include any animal chores or regular evening events such as mid week church service. In this example, there isn't time for those things. However, by having an early supper and putting kids to bed late, it could be accomplished like this:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00	-	Husband time	Husband time	Early Supper	Husband time	Husband time	Husband time
5:30	-		-	-	-	-	-
6:00	Supper Prepare	Supper Prepare	Supper Prepare	Leave for bible study	Supper Prepare	Supper Prepare	Supper Prepare
6:30	-	-	-	-	-	-	-
7:00	Suppertime	Suppertime	Suppertime	-	Suppertime	Suppertime	Suppertime
7:30	Clean up	Clean up	Clean up	-	Clean up	Clean up	Clean up
8:00	Kids Bedtime	Kids Bedtime	Kids Bedtime	-	Kids Bedtime	Kids Bedtime	Kids Bedtime
8:30	-	-	-	-	-	-	-
9:00	Meal Plan	laundry/prep breakfast	Friend talk time	-	Work time	Friday Movie night	Free night
9:30	-	Online shopping	social media	Kids Bedtime/cleanup	-	-	-
10:00	Bed	Bed	Bed	Bed	Bed	-	Bed

Step 3 - Fill In Master Schedule

	Sunday	Monday	Tuesday	Wednesday
6:00				
6:30				
7:00				
7:30				
8:00				
8:30				
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00				
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6:00				
6:30				
7:00				
7:30				
8:00				
8:30				
9:00				
9:30				
10:00				

Step 3 - Fill In Master Schedule

	Thursday	Friday	Saturday	Is there anything left? Write it here.
6:00				
6:30				
7:00				
7:30				
8:00				
8:30				
9:00				
9:30				
10:00				
10:30				
11:00				
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6:30				
7:00				
7:30				
8:00				
8:30				
9:00				
9:30				
10:00				

Step 4

Yes! We made it though step 3. Isn't this fun? It's a freeing feeling to see all that you can accomplish in a week. Were there weekly items that you can't fill in? That's what this next step is about.

Step 4 is going to be writing a monthly plan. Maybe you couldn't fit something like a 'long workday' into your weekly schedule. Or maybe you wanted to write in regular 'date nights'. This step is going to help us do it.

However, be prepared to go back to step 3. Why? Because we are going to keep our routine *every single day*. This is a KEY SECRET to gaining time and not being stressed.

Each of your weeks should look the same. In example 3, I left time in the evening on Fridays so date night could be possible. We are going to use that same concept. Each day will look the same in the 'Master Schedule' of Step 3. However we need to build in time slots that we can easily modify.

For instance, lets pretend that you have a homeschool co-op every 2 weeks on Wednesday morning from 8-12. That means your day will be starting earlier on Wednesdays than I have written in the example calendar. Wednesdays would look like this:

Co-op Day	
Wednesday	
6:00	Mom Shower
6:30	Kids up/Get ready
7:00	Breakfast
7:30	Leave for Co-op
8:00	Co-op
8:30	-
9:00	-
9:30	-
10:00	-
10:30	-
11:00	-
11:30	-
12:00	-
12:30	Home for lunch
1:00	Little's Nap/Work

This is a great routine that still starts at 6am. There isn't going to be time for typical bible and journaling, but the routine of a shower, getting ready, and breakfast remain the same. Co-op begins at 8, so we are leaving at 7:30. We are home at 12:30 for lunch. Little's nap-time is the same and we are able to continue on with our regular day.

What happens on remaining Wednesdays? What time should you or the children get up and get moving? The same time.

Keep the same schedule each week. By doing this, you are treating your home with the same respect as the co-op schedule.

To keep your schedule the same routine will allow you to do school, work, and to gain extra time to do something out of the ordinary. Maybe you could take the children fishing, or rollerskating. This is a great opportunity to send your children with grandma for lunch and naptime while you get some extra work-time in. Whatever you do with this time, take it. Try to keep the same schedule each day of the week throughout the month.

Regular Day	
Wednesday	
6:00	Mom Shower
6:30	Kids up/Get ready
7:00	Breakfast
7:30	Clean up/laundry/etc
8:00	Kids & Mom Workout
8:30	Homeschool
9:00	-
9:30	-
10:00	-
10:30	Extra Time to do something Different
11:00	-
11:30	-
12:00	-
12:30	Lunch
1:00	Little's Nap/Work

Step 4 - Fill In Monthly

Now get your pencil ready again. Look at your list of items in Step 1. Any of the things you want to do each month, add it to a day on your calendar. Remember to check your Master Calendar to make sure it will fit in a time slot for your desired day. If not, then adjust the master calendar.

This is where things can get tricky. You might discover there isn't time to do all the things you'd like. It's ok. Choose the most important ones.

This is a great time to add in extra workdays or field trips. Utilize a babysitter for workdays so that your family can keep a consistent schedule.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2							
Week 3							
Week 4							
Week 5 2 x per year							

Step 5 - Write Needed Subtasks

This is the final and incredibly important step of our workbook. In this step, we need to break up individual tasks into subtasks. For instance, if you are working for 2-3 hours per day you need to have a work plan. I personally prefer to break up my work days by having a 'main focus' per day (Client gathering/networking, local clients, client project fulfillment, meetings etc). Which items in your Step 1 list need subtasks?

Write them here:

Subtask Examples

Homeschooling

1. Bible Class
2. Spelling
3. Language Arts
4. Math
5. History
6. Geography
7. Science
8. Copywork
9. Reading Out Loud
10. Grammar
11. Typing

Work

1. Catch up ad gather
2. Newsletter
3. Facebook messages
4. Email
5. Networking
6. Local Workday
7. Visiting businesses
8. Writing thankyou notes
9. Local Networking
10. Forms and Documents
11. Sales Plan
12. Client Calls
- Etc.

Step 5 - Subtask into Master Schedule

Check out the previous page where I offered 'Subtask Examples'. When I fill in "Homeschool" into my master plan, I need to incorporate all of these subjects. They don't all need to be done on the same day or in any particular order, so I need to have a plan to do them all. It's the same with my work schedule. If I have 2 hours per day to work, then I MUST work with a clear plan. Here is an example of how you can plan subtasks into a work schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1:00-3:00 pm	<p><i>Work</i></p> <p>Catch up and gather day</p> <p>Check FB, Email Organize Sales Gather Data for Web Builds</p>	<p><i>Work</i></p> <p>Local Work Day</p> <p>Look over biz notes Visit Businesses Write thank you notes Local Deals Notes Make Contact Reminders Online Networking</p>	<p><i>Work</i></p> <p>Client Day</p> <p>Client calls Client Meetings Business Calls Proposals Set up New Web Builds</p>	<p><i>Work</i></p> <p>New Project</p> <p>Research and upgrading to gain new clients</p>	<p><i>Work</i></p> <p>Finalize wk Plan for next</p> <p>Finish setting up new web builds Catch up emails/Facebook Contact Updates Research Local Biz Write next wk goals</p>	<p><i>Work</i></p> <p>Relationship Build & New project</p>
9:00-10:00 pm	N/a	N/a	<p><i>Work</i></p> <p>Business Deeper Learning</p>	<p><i>Work</i></p> <p>Business Deeper Learning</p>	N/a	N/a

Here is an example of an elementary homeschool schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00-12:00	N/A	<p><i>Homeschool</i></p> <p>Bible Math Science Spelling Language Arts Typing Copywork</p>	<p><i>Homeschool</i></p> <p>Bible Math Science Spelling History Grammar</p>	N/A	<p><i>Homeschool</i></p> <p>Bible Math Science Spelling Language Arts Typing Copywork</p>
3:30-4:30	<p><i>Home School</i></p> <p>Bible Geography Grammar</p>	N/A	N/A		N/A

In the examples above you can see how I kept the same time slots as the example Master Schedule and simply added an in depth plan to it. By making a plan for your tasks into subtasks, you can hit all of your goals in your business, homeschool and your life.

In the following pages, write subtasks that you'd like to incorporate into your Master Schedule.

Step 5 - Fill In Subtasks

Closing

I hope that you discovered some amazing breakthroughs using this workbook. This is the same method that I use to organize my own life so I knew it would be truly helpful for you.

If you enjoyed this workbook and want to learn more about how to Balance your life, Please check out my book, “Balanced Mama”. Available at www.ElizabethSingler.com

Since you joined me in this exercise, I want to continue to help you to balance your life, so I signed you up for my weekly ‘Balance Tip’ newsletter. It’s a short, 2 minute read that will help you transform your life. Week by week. Step by step.

Thank you for joining me and we will connect soon mama.

Love,

Elizabeth