



# Weekly Time PLANNER

Being a mom comes with a LOT to do. There never seems to be enough time. House stuff, kid stuff, family stuff, work stuff... how often do you find yourself with unfinished tasks at the end of each day? Are you often skipping over your personal priorities in favour of more pressing tasks? Never fitting in that workout or quality time with friends or your partner? Feeling frustrated or overwhelmed that you never seem to have the time?

It is possible to find time in your day. To free up some hidden pockets of time that you didn't realize you had. Block time for all your tasks, and keep within the times you've allotted. How you run your life is literally your own business, and you are the boss. Think of these tasks or activities as meetings with yourself. You can't cancel a meeting with the boss!

## HOW THE PLANNER WORKS

Most day planners and online calendars are designed in 1 hour blocks, or if you're lucky, 30 minutes. Meetings drag on because that time is scheduled. Meeting objectives can usually be met in less than half the time, but the time has been committed so people stay. That's how it typically is in an office, but why would you manage your LIFE that way? If you plan your entire day in one hour blocks you will end up with a lot of unfocused and wasted time!

This weekly planner is designed to help you find pockets of time in your day. It's laid out in manageable 15-minute "modules," or blocks of time. Whether it's a full day of work, a 45-minute workout or a 15-minute cleaning spree, scheduling your day into bite-sized blocks will make it simpler to plan and you will be more likely to stick to it.

By taking the time to schedule your activities into your day in these short blocks, you will see that you can accomplish much more in a day than you think!



### FINDING TIME

Try waking up one hour early. It sounds ugly, but you will get used to it. Use that hour for your workout, your reading, personal development, time for your side business... imagine what you could do with an extra hour - especially if the kids are still sleeping!



### DOUBLE UP!

Think of the activities in your day that can be doubled up - can you listen to an audiobook or podcast while doing housework or commuting? Can you read or meditate while waiting for your kid's activity to be over?



### FREE TIME / ME TIME

Make sure to schedule free time, flex time, me time - whatever you want to call it - if what you need most is a little bit of downtime on your own. Put "spend time with my kids" or "spend time with my husband" into the schedule, but with no fixed activity. We might play a game, watch a movie or just hang out.





## DO A SELF CHECK

Check out your typical day. Do you spend an hour or more “decompressing” in front of the TV or on Facebook? What less-than-productive activities are you willing to trade for one of the items you never get time for? An hour less TV could mean 60 minutes with that book that’s gone unread for months. Thirty minutes less Facebook scrolling could mean that workout you “never have time for” ... be honest with yourself!

## INSTRUCTIONS

**Step 1** Colour in your work hours or business hours as you know them. Also colour in your commute, if applicable. These two things are typically “non-negotiables” in your weekly schedule.

**Step 2** Make a list of all the other non-negotiables that you are personally responsible for - kids’ activities, volunteer commitments, etc. Can any of these tasks be shared with your partner or traded off with another parent?

**Step 3** Make a list of all the activities that you seem to pass by or never find time for. What lowers your stress levels and where do you find joy? This will be up to YOU - what’s a priority for you, what you wish you could do. It might be exercise, or reading a great book, personal development or meditation. For example, getting the house a bit tidier each day can lower stress levels, so consider making time for that!

**Step 4** Start to colour in those other non-negotiables, but if you feel you could double up on a personal activity, only colour in half the column.

**Step 5** The fun part! It’s kind of like a game of Tetris, but start to colour in the YOU stuff. Find those golden 15-minute slots, the hidden time you didn’t realize was there and make a meeting with YOURSELF.

Remember, this is a GUIDELINE. We all know that kids are the wildcard and ANYTHING can happen, but the whole point of this schedule is to give you the tools to manage your day more effectively and with less stress about the ever-growing to do list that never gets finished.

Try it for a week and see how it goes. Drop me a message on Facebook or send me an email to let me know what activities you’ve been able to find time for with your new system! I look forward to hearing about how my Weekly Planner helps you find more time.



## MEASURE TWICE, CUT ONCE

Try it for 7 days and evaluate how the week went. Were your estimates accurate? Did you find anything that you could cut out? Did you uncover any magic pockets of time that you were able to devote to something truly meaningful? As you head into the coming week, what will you change to better optimize your time?





# Weekly Time PLANNER

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