

Time (Mom)anagement



WORKBOOK

Created by: Aquisha Harris

www.mrsmommyunited.com



TIME (MOM)ANAGEMENT MAP

Is it me or does 24 hours go by fast? We often hear that a mother's job is never done. Well, that seems true for many of us.

Consider yourself lucky because we are about to improve our time management skills, get more done, and still have to enjoy some quiet time.

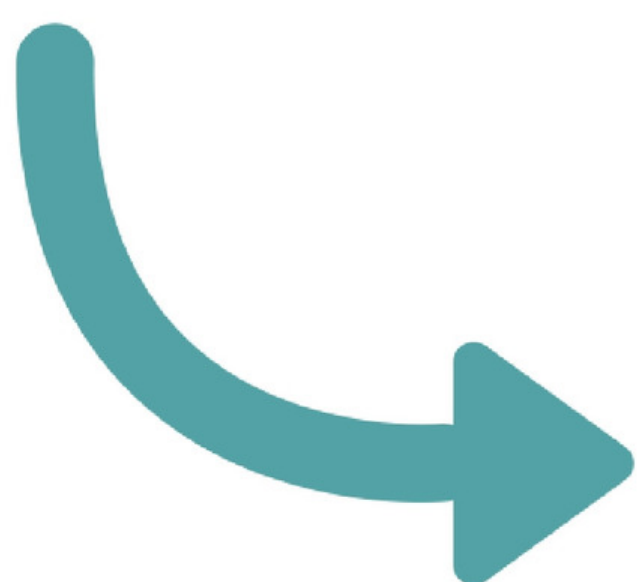
Are you ready to start? Me too!!!

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1

WHAT NEEDS TO GET DONE TODAY

Make a list of the things that you have to do today



Write down every task.
It doesn't have to be in any
particular order.

2

What's

More Important

(because you may not get it all done today)

Review your original list and select the most important tasks that need to be completed.



Number your tasks in order of importance.

Be realistic and don't overwhelm yourself.



MAYBE

TOMORROW

Check your list and circle the tasks that will have to be completed on another day.



You don't get any extra points for doing a million things and neglecting yourself. Actually, you do harm to yourself this way. Be at PEACE with the fact that EVERYTHING WON'T GET DONE TODAY!

4

MY TIME

MY TURN

PICK SOMETHING TO DO FOR YOURSELF TODAY



Take an hour or two and relax. Use this time to read a book, play in makeup, take a nap, watch your favorite tv show or movie, eat some snacks, make yourself laugh, do anything but work.

You deserve a break and you need it!!!

FINALLY
REE

Make Your Time Slots and Keep Them!

I have really been enjoying my life, and I am enjoying it much more now that I am learning to understand how my lifestyle must be compartmentalized if I want to be successful.

I am a person who is very driven, a creative thinker, ambitious, and a go getter. Often times I sit around thinking about new ways to do different things or ways I can start a new venture. In the past, I would drive myself crazy, by staying up all night and writing and allowing my mind to race. Some of you may think that's okay but it isn't. Why? Well because I wasn't at peace, I was not able to be content and enjoy where I was because I was too focused on what I was "planning".

I remember my husband saying to me, on many occasions, "Babe, just relax!" I would be thinking... "I am relaxed", while I am biting my nails, tapping my pen, or staring into space. Ugh!!! I look back now and think of how much time I wasted, not enjoying myself or my family.

Now the Lord has me in a place and space that is so appreciative and relaxed. Yes, I still plan and want things to happen like clockwork but I understand what I must do in order for them to flow. For example, when I am on the "Mommy" clock, I don't talk on the phone, I don't get on the computer to do business, I don't think about doing anything that will take my mind off of being a "Mommy". (Although I am always a mother, I am talking about those designated times where we are spending quality time together.) When I am on the "Wife" clock, I don't talk on the phone, I don't do business unless it involves 'us', I don't let anything take away from my husband's time with me. (Again, I am always a wife, but those moments that are designed for bonding, don't get disrupted...how else would we have children hahaha hahaha?) Lastly, when I am being a "Businesswoman", I don't allow my the issues of "Wife" or "Mother" interfere with that time slot.

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Yesterday, I was listening to an amazing teaching Dani Johnson (www.danijohnson.com) gave on getting things done in less time. I was blown away because many of those skills are so practical that we overlook them. That message was so timely because I needed a refresher!!! I was convicted of the time I let slip away by getting lax in my lifestyle organization. She reminded me that work from home mothers have to be specific with work hours and don't let your work time spill over into your family time. OUCH OUCH OUCH!!!! I had just done that because I allowed my anxiety to know "something" drive me to start researching on the computer while telling my son to sit down even though he was pulling my leg because he wanted my attention. I was wrong to do that because I was doing business on his time which is my "Mommy" time.

Man O Man, being organized and consistent are two of the most important skills to have because I feel they set the foundation for how we operate in life. Phew! I feel better knowing that I can control my urges, which are a distraction, and focus solely on the role that I am in. (WIFE, MOTHER, or BUSINESSWOMAN)

- Love y'all,
Aquisha



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Prayer for us:

Lord thank you so much for giving us clarity. Help us, Lord, to know and understand that we are not responsible for doing or knowing everything but to seek you for direction. We are not to worry about what we will eat or drink or what we will wear but to take care of your business first and you will handle the rest. Please convict us when we don't relax or stress about things we can't control. Today and forever we put our trust in you by reading your word and building our relationship daily through prayer.

We love you, in Jesus' name we pray Amen.

Matthew 6:33

Time (Mom)anagement Tool

BREAKDOWN

1

What Needs To Get Done Today
(write your list)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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2

What's More Important (prioritize the major tasks)

1.

2.

3.

4.

5.

6.

7.



3

Maybe Tomorrow

(Pick the tasks that can wait)

1.

2.

3.

4.

5.

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4

My Time, My Turn

Plan your relaxation time.

(Ex. While the kids are napping,

I will pour a glass of wine and read a good book.)

During my relaxation time today I will...

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Time (Mom)anagement Tool

-The Block Schedule-



Ok so, now that we have our tasks prioritized for the day we can choose what block of time we will complete them. Keep in mind that we have to leave time for ourselves, that means put your relaxation activity in a one of the blocks. Also, if you have kids at home then you will need to leave some time for unplanned disruptions.

I started the block schedule at 6am. It doesn't matter if you wake up earlier or later. The most important thing is that you put your tasks in the time blocks that will result in the greatest completion and efficiency.

No pressure! Be easy on yourself...everything might not get done. Be okay with your progress and challenge yourself for the next day.

Have fun planning and I look forward to your testimonials. Feel free to chat with us on social media.

Website: Mrs. Mommy United
Facebook: Mrs. Mommy United
Instagram: Mrs. Mommy United
Twitter: Mrs. Mommy United

Month

GOALS

WEEK

GOALS

WEEK

6am-9am

9am-12pm

12pm-3pm

3pm-6pm

6pm-9pm

9pm-12am

Congratulations if you got everything done today!
Congratulations if you didn't and have a few things that will be completed another day.

Give yourself a pat on the back and kiss the mirror because you are phenomenal and you have all the grace you need to be the best woman, wife, mother, and/or businesswoman that you were created to be.

Carryover List



I hope that this time management tool helps you maximize your days and create time for yourself. You have an incredibly difficult job that has the best benefits package.

Check out our website, www.mrsmommyunited.com, for more resources and products. We have a really good book on sale, 'A Modern View of Virtue: The Journey of Becoming a Proverbs 31 Woman' and it talks about the importance of balance.

I would recommend this book for every mother, wife, and women who want to improve themselves and their lifestyles.

We look forward to connecting with you on social media.

Have a purposed filled day,
Aquisha Harris