

Time Management Skills

- Routines
 - Routines are patterns of behavior that become automatic. Once something is automatic, it takes less energy to enact.
 - Simple routines for you and everyone in your household around necessary daily activities ultimately frees up energy for other tasks.
- Planning
 - Make a committed plan for at least the next day, and work towards planning your time farther in advance
 - Include everything in your plan- personal, family, household, work, school
- Accepting Help and Support
 - Think about who has offered to help or support you and consider reaching out
- Prioritize time with your children
 - They are only little once
 - Children will get the attention they need one way or another
 - Fill their attention needs bucket proactively, and often they will stop asking for constant attention or acting out to get that interaction
- Eliminate activities that do not bring you joy
 - Take a look at anything you spend time doing "mindlessly" and try to replace with activities you can enjoy "mindfully."
 - How much time do you spend scrolling social media? Do some hard reflecting on whether it truly brings you joy and respite, or just serves as a distraction
- Create a list of joy-producing, revitalizing activities
 - Turn to this list when you begin to feel your energy waning and choose an activity

Practice Time

- Make your list of joyful activities
- Think of activities that are a source of energy and inspiration
- You can think back to times you felt energetic or inspired and look at what you were doing for ideas
- Try to include a few special activities that also include your children/family

To Do List Tips/Learning to Plan

- Your first task is to set aside a few minutes each evening to plan for your next day- maybe 15 minutes at night after your kids are asleep
 - Even after you get used to planning and are making plans further in advance, you will still need a few
 minutes at the end of each day to review what you did and did not accomplish and add to or re-prioritize
 your plan for the following day.
 - Each night review your list and move unfinished items to the next day's plan
- Identify tasks you need to accomplish in all areas and categorize them: work, school, family, personal, home, health, etc.
- Use highlighters or colored markers to indicate levels of priority: e.g. critical, preferable, non-urgent
 - Urgency vs. Importance
 - Urgency-requiring immediate action
 - Importance- of high value related to goals or values
- Be Realistic
 - A good plan does not leave tons of unaccomplished tasks every day-that is demotivating
 - Find your sweet spot so that you are generally able to check off all or most of your tasks
- Perfectionism = Burnout
 - Things do not always flow according to our plan; take a breath, and regroup for the next day
 - If leaving dirty dishes at times can save your peace of mind, so be it

Routine-building Skills

- Commit to 30 days
 - This is enough time to get through the initial conditioning phase and make a habit or routine automatic
- Make it daily
 - It is easier to establish a new daily routine and make it automatic than to get to that automatic state with something done intermittently
- Use a buddy/accountability partner
- Wedging
 - Start with a small amount of time even if it's not really enough just as a placeholder
 - Expand time for the activity as you are more established in the habit (example daily study time)
- Use Reminders
 - Consistency in that first month is especially critical, so use reminders to stay or get back on track
 - If you set alarms on your phone about a task, you can snooze the alarm, but never dismiss it until the task is done
 - Don't give up just because you missed some time, just focus on getting back on track
- Keep it consistent
 - · Connect the new activity to something you already do and place reminders near that
 - When you do things at the same time of day and place, you begin to create associations

Practice Time

- Let's work on how to break down goals/tasks/assignments into manageable chunks for your plan.
- Identify a big assignment or paper from one of your syllabi
- Write down a plan for completing the assignment over the course of the semester

7 steps for Effective Time Management for Moms in College

How can I manage it all?



Write it all down

Buy a personal calendar and/or download an app like *Cozi on your phone or computer

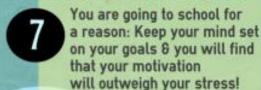


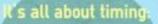
Only take as many classes as you think you can without compromising your grades as well as your family time. 3

Designate a "homework free" day

Take a day each week to enjoy your family and have some down time without the stress of school work

Keep your "eyes on the prize"





If possible, select classes that allow time to take your kids to/from school, as well as your own commute and meal times





- -Don't cram
- -Ask for help
- -Pay attention in class
- -Study in a conducive environment
- -Don't Procrastinatel



Regardless if it is home, school, kids or work you need to figure out what needs to be done the soonest

Mistakes to Avoid

- Doing everything yourself
 - Accept help from supports or ask for it
 - Involve your kids in helping as much as they are age-appropriately able
- Sacrificing your interests/needs(sleep)
 - Self-care is not selfish
- Trying to manage your to do list only in your head
 - You are a human being, not a computer; write it down
- Excessive or unrealistic planning
 - You can't compare what you are able to do now to what you were able to accomplish before kids or before you started school
 - You will not be able to maintain every single thing from before these changes, and it is not fair to expect it of yourself
- Perfectionism
 - Getting upset when plans go awry or over small failures is unproductive
 - Focus on staying on track for the long range and accept imperfections
 - Remember it is a marathon, not a sprint

References

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