



ME-TIME MINDSET SYSTEM



This busy boy mom has been able to get work done meet deadlines while handling virtual schooling for three kiddos under the age of 5 and still have an hour of *ME-TIME* every evening to enjoy her favorite show and a glass of wine.

How, you ask?

With a few routine adjustments using these 6 steps, my life has taken on structure and taken away the stress of getting it all done, instead of getting absolutely nothing done.

1. **Seriously, commit (I mean it COMMIT!) to a PLAN.**

Yes, being a mom involves an ever-changing game plan. The players are often moving, and you need to determine the next play or anticipate the next block. (That's the extent of my sports analogies, but you get it.)

You have to have that initial plan to start with. Your template, if you will.



ME-TIME MINDSET SYSTEM

And to get that plan you have to determine all of the tasks, assets and obstacles to getting it all done.

- **Tasks**, of course, are the things that you have to do.
- **Assets** are the people that can assist you or other things that can help take off the pressure of doing something
 - **This can be the teachers on the virtual classroom**
 - **Grandparents on ZOOM**
 - **Virtual playdates with friends**
 - Any instance that can assist you with a little more time to yourself or to get your own task done.
- **Obstacles** are those everyday life “things” that pop up out of nowhere. Such as a sick child, flat tire, broken crown you name it.
 - Example of obstacles now will be:
 - Forgetting a lesson
 - An extra conference call
 - Internet outage
 - Out of ink

So, I found that dumping all of my tasks out on a sheet of paper (or several sheets of paper) lets me see all that needs to be done.



ME-TIME MINDSET SYSTEM

2. Determine and set a hard stop time for yourself each evening during the week.

Set this with the intention of keeping this scheduled time and abiding by it.

My hard stop is at 9:30 PM. My mommy hat comes off. My CEO hat comes off and I use that time to do whatever I want to do.

STICK TO THIS EVERY NIGHT. PLAN AROUND THIS.

3. Spend 30 minutes on Sunday dumping your task and scheduling your Monday.

It can be any day that works for you, but Sundays are ideal to kick off your week. I dump all of my task on my ***Data Dump List***.

The ***Data Dump List*** is a combination of work projects, appointments, schedules, grocery lists, "must get done," "should get done," for the upcoming week. I mean it – I purge it all from my head and write it all down.

Then, I sort them by personal and professional and then by what is due within the next 24 hours. Those 24-hour items are prioritized and added to my schedule for Monday.



ME-TIME MINDSET SYSTEM

Now you can fill in the rest of the week by associating due dates to the tasks as well. But if you want to concentrate on one day at a time – just do Monday.

4. Each evening, spend 10 minutes going over what is on tap for the next day.

So, each night before my hard stop time, after the boys are asleep, I will pull out my **Data Dump List** and calendar from the current day and figure out what the next day will look like. I will slot in items that I did not complete first and add in any last-minute obstacles that happen to come up to my schedule.

5. Time blocking is essential.

As I mentioned – I tend to block my day so that I know what is personal related and business related.

As an entrepreneur, I cannot stop my day to do housework and my weekends, I want to dedicate and concentrate on my sons. So I take my schedule a step further and find blocks of time or projects that allow me to multitask.

For instance, I had a meeting at an office by the post office and I also needed to send a package to a family member, so I did them at the same time. If I have a task that can be done at the same time that I am doing something else – I block them together.



ME-TIME MINDSET SYSTEM

Processing a video takes time where I can do something else, so I will partner that task up with either another work assignment from the same client or a household task that can be done at the same time.

Once that time frame is over – I have knocked out two tasks with one block of time. And it feels great to slash them off my list.

6. Celebrate your accomplishments!

Give yourself a little grace – you are not going to get everything done on your list. That is where ***the obstacles*** come in. Again, as a mom, your life is never changing – just embrace it.

Rather than spending time worrying about the things you didn't get done, congratulate yourself for all of the tasks that you were able to get done! Even if it was 2 of your own tasks and all of your kid's schoolwork. That is an accomplishment.

This is so important to acknowledge because if you feel like you accomplished a feat, you will be in the mindset to get the rest done – the next day. Moms are always doing whatever is asked of us and we rarely give ourselves credit – not to mention time for ourselves.



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Always remember that you are a Very Important Part of your family – without you at the helm the ship will stir off to waters unknown. *(That was pretty bad, right?!)*

So, there you have it, mom to mom, I get it – how busy life can be and how not getting it all done may make you feel but if you are taking this first step to trying to get it all done. You are on the road to something amazing.

This is why my **Data Dump List** and **25/8 Mom What's Next Planner** are staples that I require in my life to stay on track and help me be a rockstar. And let me tell you that they can help you just as well.

So, if you are a busy mom and feel like you are not getting things done, also try my **25/8 Mom What's Next Planner** and see how it will allow you to:

- Have more time in your life by only spending less than 90 minutes a week with the planner.
- Give you a guideline of how to organize your time
- And allow you to keep moving forward toward new tasks and projects.

[Click here to order yours TODAY!](#)