



The Work to Live Guide

How you 'really' can have your cake and eat it!!

WEEKLY PLANNER

Working from home and balancing family, work and life can be a struggle, and at times you will feel you are chasing your tail and getting nothing done – this is because you are using your brain to remember and plan things. Writing things down 'really' does help you keep focus and get tasks done and less stressful and then frees up 'you' time and 'family' time.

I have put a few tips below to help you make the most out of your day – and remember make every day matter and prepare monthly goals and plan to hit them.

- 1) Finish work at a good time and STICK TO IT
- 2) Switch your phone on at 9am and switch it off at 5pm and STICK TO IT
- 3) Set your alarm an hour early than when the kids wake up. Check your emails and have a cuppa then a nice shower, you are already ahead of schedule OR set your alarm clock 30 minutes earlier – you will forget this when your bleary eyed, but will soon get into the routine and WILL appreciate those extra minutes.
- 4) Prepare the night before – yes its easier said than done at times, but stick to it and you will soon get into the routine of prepared pack lunches in the fridge, uniforms ready and planned tasks ready. Have race mornings with 'sticker prizes' 1st to get dressed wins.
- 5) Do everything online – bills, doctor appointments even get your postage collected from home from a company like www.myhermes.co.uk
- 6) Use a colour highlighter to block sections on your planner for example:
Work (green) Appointments (yellow) Kids time (pink) Time out (blue)
*If you run 2 businesses highlight those tasks in orange or maybe split your day into 'work 1' in the morning and 'work 2' in the afternoon or work these on alternate days.

Time Management Tips for working at home

Put Everything on Your Planner

Whether you use a paper calendar, an online version, or your phone/ipad, start the habit of scheduling daily, weekly, monthly, and even quarterly tasks. Let's start with a daily plan.

Schedule Daily Tasks

Your daily Planner may include items such as customer & hostess meetings, responding to emails or phone calls, product research for new social media content or a blog post, filing and **even breaks**. At the beginning of each day (or the night before), prioritise all of the things you absolutely have to get done that day including your personal appointments. Estimate the time needed to complete each item and block out portions of your day accordingly.

Personal Events

Dentist appointments, children's sports activities, social events etc. should be added to your planner first so you can work the balance of your day around those items.

Weekly Tasks

Now let's look at your weekly plan. Weekly items may include team member 1:1's, networking opportunities, updating your blog and filing (yes, filing again because we all know this gets pushed to the backburner most times). Using your daily schedule, see where these items can be fit in most appropriately. When is the time of day you flag? Use this as your filing time or putting your tax receipts in order (I always burn out from 2-3pm – so I use this time to do email replies and filing)

Monthly Tasks

Monthly tasks are next. This is time to diary your monthly accounts or attend monthly networking events. Put these on your planner along with the joyous filing and getting rid of old documents. Other monthly responsibilities may include scheduling your social media posts, doing a blog post, marketing special offers and monthly team training calls and development (incentives, tasks, team totals etc) business referrals and finding new customer/hostess testimonials.

Plan Quarterly Tasks

Now's the time to review and update your business plan, or develop & review your budget and personal goals. Once you have entered them onto your calendar (all of the MUST DO items) you will have a clear picture of available blocks of time. If you find yourself running out of time before you run out of tasks, take a look at the list again and determine if there are any items that can be moved to a different day/week/month or delegated to someone else in the family to help and gain some experience of helping mum/dad at work.

USE Your Planner

Once you create a plan, YOU MUST maintain it. Keep your planner open and visible or even in a separate window on your computer. Set a timer if necessary to keep yourself on track. When the timer goes off for an allotted task, move on to the next item. Follow this plan and your 'Completed' list will grow by leaps and bounds and you will be much less stressed. The key to time management is balancing the tasks you need to complete with how much time you have available to complete them. Nobody has extra hours in the day. But if you learn how to budget your time wisely, you can regain control of your life.

Weekly Survival	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 – 9am							
9 – 10am							
10 – 11am							
11 – 12pm							
12– 1pm							
1 – 2pm							
2 – 3pm							
3 – 4pm							
4 – 5pm							
5 – 6pm							
6 – 7pm							
7 – 8pm							
8 – 9pm							
10-11pm							

Notes: