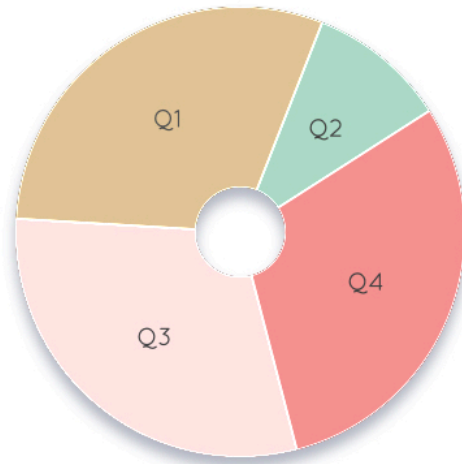
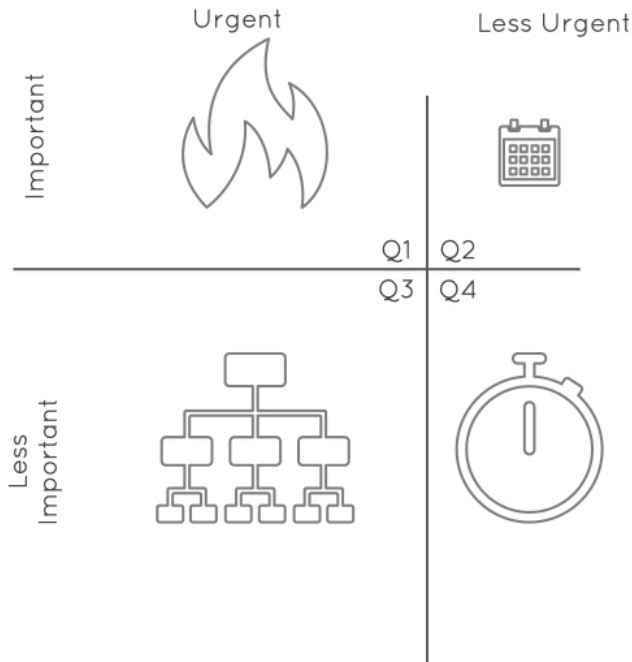
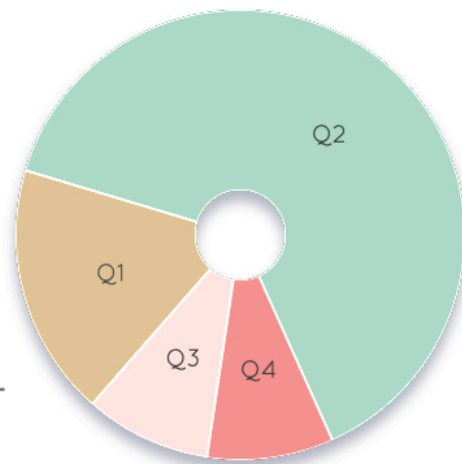
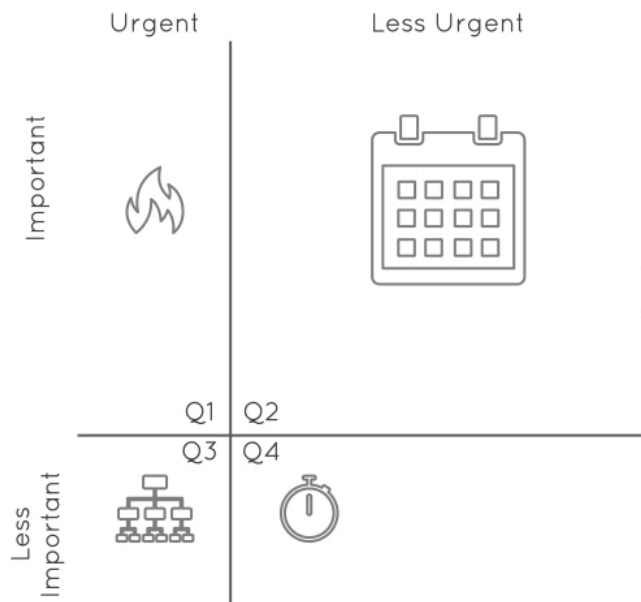


A Time Management Strategy For Moms With Children At Home



No Boundaries Matrix

**A budget for your money helps you be a good steward of your income.
A budget for your time helps you be a good steward of your time.**



Purpose Driven Matrix

Daily ATM Challenge

Step 1 - Know what you need to do.

- * Do a brain dump and write down everything you need to do.
- * Have a process in place to capture new tasks.

Step 2 - Know how much to put on your list.

- * Limit the number of items on your list to 3-5, depending on their complexity and time required to complete.
- * Balance out your activities, tasks, and meals. If you have more activities scheduled, plan to complete fewer tasks and maybe have a simpler meal.

Step 3 - Know what to put on your list.

- * Ask three questions as you consider what to put on your list each day.
 1. Does this need to be done? If not, **eliminate** it.
 2. Is this something I do repeatedly? If so, **automate** it.
 3. Do I have to do this? If not, can you **delegate** it?

Daily Planning Process

- * Write down your appointments.
- * Decide what 3-5 tasks you need to complete.
- * Write down the meals you need to prepare.

Be aware of these time management pitfalls.

- * Having unrealistic expectations of what you can accomplish.
- * Not setting and communicating boundaries.
- * Multi-tasking.
- * Thinking you need to do it yourself.
- * Searching for the perfect planner.
- * Not making time to plan.

The way you spend your time is a result of the way you see your time and the way you really see your priorities.

Stephen Covey

DAILY ATM FOR: _____

AGENDA

TO DO

-
-
-
-
-
-
-

MEALS

NOTES

Responses To Say No

- * I'm sorry. I'm not able to help at this time.
- * I'm not able to help, but have you checked with {insert a friend's name who has expressed interest in the past}?
- * I would love to help, but I'm at the limit of what I can do.
- * I'm sorry. That won't fit into our schedule.
- * That sounds like a great opportunity. If our schedule frees up in the future, I'll be sure to let you know.
- * Thanks, but I'll have to pass on that.
- * I'm sorry. We cannot add that activity right now. I wish we could! It would be really fun.
- * Would you like to do _____ or _____?
- * Adding _____ would make our schedule too busy. If you would like to participate in that activity, we need to stop doing something else. What do you think we should eliminate from our schedule?
- * Thank you for asking, but I cannot commit to that right now.
- * We would love to go to {insert activity}, but our schedule is full. Would you let me know when you are going again? (Only use this response if you want to go and it is possible that your schedule might accommodate the activity in the future.)
- * I cannot help with {insert requested help}, but I could help with {insert what you are able to do}.
- * We would love to help, but I'll have to see how it will fit into our schedule first.

Do the Next Thing

From an old English parsonage down by the sea
There came in the twilight a message to me;
Its quaint Saxon legend, deeply engraven,
Hath, it seems to me, teaching from Heaven.
And on through the doors the quiet words ring
Like a low inspiration: "DO THE NEXT THING."
Many a questioning, many a fear,
Many a doubt, hath its quieting here.
Moment by moment, let down from Heaven,
Time, opportunity, and guidance are given.
Fear not tomorrows, child of the King,
Trust them with Jesus, do the next thing
Do it immediately, do it with prayer;
Do it reliantly, casting all care;
Do it with reverence, tracing His hand
Who placed it before thee with earnest command.
Stayed on Omnipotence, safe 'neath His wing,
Leave all results, do the next thing.
Looking for Jesus, ever serener,
Working or suffering, be thy demeanor;
In His dear presence, the rest of His calm,
The light of His countenance be thy psalm,
Strong in His faithfulness, praise and sing.
Then, as He beckons thee, do the next thing.

- Elizabeth Elliot