



3 STEPS TO MANAGING YOUR TIME



**FINDING
SUPERWOMAN**

FINDING SUPERWOMAN DARES TO CLAIM THAT WORKING MOMS CAN HAVE IT ALL. HAVING IT ALL IS ALL ABOUT LEARNING HOW TO THINGS DIFFERENTLY. BE THE MASTER OF YOUR TIME BY MANAGING EACH PART OF YOUR LIFE THAT DEMANDS YOUR ATTENTION.

Be Intentional

Part of changing into who you want to become is developing positive habits and doing them consistently. Decide today that you are going to manage your time instead of it managing you. Make it your daily mantra. Thoughts are things and if you want to attract something specific into your life, change your thoughts.

Thought:

List 3 struggles in your life where you want to be more intentional about time management?

Action:

Write down 3 action items in you, home, work or family life where you demonstrated intentionality with time management.

- WHAT CHALLENGES DID YOU FACE? Please Explain.
- WERE YOU ABLE TO OVERCOME THOSE CHALLENGES? Please Explain.

Give Yourself Time

Becoming a master at time management takes practice. Do incremental things that are huge time savings. Take your shower and put on your make-up when you first get up in the morning. For health enthusiasts and meditation gurus: pray and work out, then take your shower and put on your make-up. Giving yourself time to be on time, means working smartly.

Thought:

List 3 areas in your life where you want to give yourself more time.

Action:

Write down 3 action items in you, home, work or family life where you demonstrated that you gave yourself time to be on time.

- WHAT CHALLENGES DID YOU FACE? Please Explain.
- WERE YOU ABLE TO OVERCOME THOSE CHALLENGES? Please Explain.

Stop Rushing

Rushing means to act with great haste and creates chaos inside of you. Successful time management means that you plan your activities and the time that it takes to complete them so that you arrive in a timely manner. Successful entrepreneurs and business women give themselves time to get to their places of business or meetings. Give yourself an extra 15 minutes to allow for unexpected delays.

Thought:

List 3 areas in your life where you want to stop rushing.

Action:

Write down 3 action items in you, home, work or family life where you demonstrated that you stopped rushing.

- WHAT CHALLENGES DID YOU FACE? Please Explain.
- WERE YOU ABLE TO OVERCOME THOSE CHALLENGES? Please Explain.

