

Time Management Habits of Successful Women



As women, we balance our roles as businesswomen, mothers, grandmothers, sisters, daughters, wives or partners, and human beings. It can be exceptionally hard to find time to fit in everything we feel we need to in a day. The following are a list of tips to help you have a more productive, and time effect day.

1. If You Don't Have a Plan, Your Calendar Will Control You

One of the biggest time management mistakes is just doing whatever comes your way instead of having exact times when you will do certain things in your week. Discipline and planning are required if you want to achieve your career goals. This is why you should have a weekly review session where you review what you are to do each day of the next week, and everything can then be scheduled into your calendar.

2. Set Boundaries for Social Media, Family Time, & Personal Time

A lot of women these days do not take the time to enjoy life and be present. It's easy to get sucked into the vortex that is the internet, and forget to take a break every now and then. It's so important to realize what your priorities are and to guard that time as much as possible.

3. Discipline is Required to Achieve Your Career Goals

You have to continually remind yourself of this when you want to sleep in or go to bed during a big time in your career or business. This is what will separate you from the rest. It doesn't require that much

time, it's just some time and that is where your discipline comes into play.

4. Make a Morning Ritual

One of the biggest mistakes made over and over again is waking up and checking your email. It can set your day up on the wrong foot.

No one should have to wake up like that!

Some suggested ways of starting your morning routine consists of journaling, meditating, listening to affirmations, reviewing your goals, reading, praying, and exercising. This has the potential to completely change your life, and your outlook on the day ahead.

5. Find Your Best Time

Not everyone can jump out of bed in the mornings and get to work.

Not everyone can do his or her best work from 1 am-4 am. When are you the most focused? Morning, afternoon, or night?

Don't spend your BEST TIME watching television. Spend your best time focusing on what is the most important to you right now – job searching, launching your business and getting your career unstuck.

6. Do something uplifting

Whether it's a dance class, some exercise, going for a walk or a jog, listening to your favorite music, or reading a good book, do something that recharges your batteries.

Exercise is especially great. Regular exercise can have a profoundly positive impact on depression, anxiety, ADHD, and more. It also relieves stress, improves memory, helps you sleep better, and boosts your overall mood.

As creatives, it's important for us to do activities that inspire and bring us back to life.

There are many other habits and ways you can increase your productivity and time management skills, so if these don't fit your current situation or lifestyle, take what you've read, and apply it! And feel free to do more research if you'd like to learn more.

Time Management Quiz

- 1) True or False- Doing whatever comes your way is the best way to stay productive.
- 2) True or False- It's important to take a break from the internet (social media, etc.) every once in a while.
- 3) True or False- Everyone is most effective in the morning.
- 4) True or False- Exercise can help relieve stress, improve memory, help you sleep better, and boost your overall mood.
- 5) Fill in the blanks:
Some suggested ways of starting your morning routine consists of journaling, _____, listening to affirmations, reviewing your goals, _____, praying, and exercising.
- 6) When do **YOU** find you're the most focused?
 - a) Morning
 - b) Noon
 - c) Night

Quiz Answers

1) False

2) True

3) False

4) True

5) Some suggested ways of starting your morning routine consists of journaling, **meditating**, listening to affirmations, reviewing your goals, **reading**, praying, and exercising.

6) That's up to you!