

Schedule

Firstly slot in all the appointments you have for the day and set tasks you have in your routine for example- 7am Pilates, 10am Doctors, 5pm Cook Dinner, 6pm Dinner.

Secondly, block out time for 'something for me', then for each of your goals. You may not have completed all of your goals but you have made a start. Just put them on tomorrow's daily planner and set achievable times to work on it. These can be three tasks for the day such as put a load of washing on, check your emails and contact Bee Pope at beeorganised.net.au to outsource the rest of your tasks!

You will then have a clear view of what your day looks like, when you need to move onto the next task and when you have time to do other things on your list.

Goals for the Day

Choose your top three tasks and list them in order of importance. If there is no preference in order, do the least exciting or hardest job first!

Something for me

You are important! You are amazing! What can you plan for yourself today?! A coffee date? A massage?

To Do List

List down all the additional things that are in your head that you need to get done today or over the coming weeks. If you can't fit it all in, that's ok. Write these on tomorrow's planner at the end of the day. At least you are getting all of the tasks out of your head space and onto paper. It will also be beneficial for you to see quick tasks you can complete while you are waiting for something, or combine tasks when in the same place.

Exercise

Book a gym session. Go for a walk. Take the stairs. Sneak in some pelvic floor exercises at the traffic lights. Do something to get you moving and stretching - you will feel so much better for it.

10 Minute Task

Choose a task that is neglected or frustrating you as you just don't have time for it and it's not a priority. Set a timer and go flat out working on this task for 10 minutes. It may be a pile of papers that needs to be filed, a chore like wiping all of the door handles in the house, or a phone call that needs to be made that you are putting off, or you have a pile of clothes to fold that just don't fold themselves. 10 minutes can make a good dent in a task and if you are in the zone and continue to complete the task after the 10 minutes then you have totally won.

Water

Tick off a water droplet for every glass of water you drink in the day. It's a good idea to have a glass of water before you have a cup of tea or coffee too!

Dinner

Refer to your weekly meal planner so you can see at a glance what you need to prepare and cook, or where you are going out for a meal, and what you are looking forward to at the end of the day.