



Intentional  
TIME MANAGEMENT

----- for -----

Busy Moms

[intentionalinlife.com](http://intentionalinlife.com)

*Intentional  
life Series*

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Hello, busy moms! This simple worksheet is a companion for the Intentional Time Management for Busy Moms mini-course on Intentional in Life. You can find the full post with instructions and examples there. [The first post in the series is here](#) and the second post is linked at the bottom of it.

I hope you enjoy it! For more encouragement on living intentional lives, homeschooling, and homemaking, go to [intentionalinlife.com](http://intentionalinlife.com) and [proverbialhomemaker.com](http://proverbialhomemaker.com).

## **Intentional Time Management for Busy Moms**

### **1 – Be Realistic About Time**

Action Step: Write out a simple schedule that represents what you do right now with the hours in your day. Include when you sleep, mealtime and meal prep, chores, homeschool, errands, etc. Take a look at the time you have left. Now cut down by at least a third (maybe even half) if you have small children. Trust me, you need that margin. What you end up with is the amount of time you have to work with when you tackle everything else on your list.

### **2 – Be Realistic About You**

Action Step: Think about what God is calling you to do as wife, mom, homemaker, and homeschooler. Consider the habits and attitudes you struggle with that might be getting in the way of doing these things well. Write them down, and pray each day for the next two weeks (put that on your calendar!) for guidance and wisdom in addressing them with grace and truth.

### **3 – Do Not Be a Martyr**

Action Step: Write down the things that you need to do to take care of yourself. Adequate sleep, exercise, eating healthy, time in the Word, tending to your marriage, time for play and rest, etc. Choose three things and put them on your calendar, in your iPhone, etc.

### **4 – You Are Not an Island**

Action Step: Write down what responsibilities each of your children can do to help each day. Choose one chore per child and spend this coming week focusing on teaching it to them until they can do it as thoroughly as they are able. Loop scheduling can work well to accomplish this and other daily tasks on your plate.

### **5 - Set Your Priorities**

Action Step: Write down your priorities for what tasks you want to accomplish each day and each week. Take a week or two to really pray and think about these things. Put them in order, make them specific, and refine them. Starting at the top, one by one, find places for them on your calendar or in your routines and begin to craft them into your daily life.

## **6 - Be A Creative Problem Solver**

Action Step: Choose one task you've been wanting to fit into your busy schedule and go through each of the problem solving steps above. This is also likely to be where you hit a mental roadblock, so if you need help brainstorming, feel free to contact me (see my contact info at the end of this post) and we can come up with some ideas together!

## **7 - Progress, Not Perfection!**

**BONUS Action Step:** We get so overwhelmed with our to-do's and need-to's! Let's focus on the accomplishments too, shall we? Make a list of the things that you already do well in each of these areas. As you make any kind of progress in the new things you're working on, make a note about that success too! It's important!