

# **Top Time Management Strategies for Busy Moms**

By Rigdha Acharya

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Goals Easily

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## Hi and welcome ☺

Before we get started..let's talk about a few things.

1. Let me guess..you're probably quite busy right now, you probably have some articles to write, people to contact, websites to maintain so we're going to keep this report as short and to the point as possible.
2. You probably have a ton of distractions around you, you maybe signed on to your MSN, or you may have phones ringing and so on..

So I want to make a request here. **Please read this book when you get sometime to focus on it.** I'll share some of my best strategies to manage your time but I need your undivided attention for about 20 minutes...sound fair?

If you don't have 20 minutes right now, just save this book and come back later. I'll wait, I promise.

3. I love personal development books and I know it feels absolutely great to open a new book that's going to give you a lot of cool ideas. But, I also know *cool ideas don't always mean cool results* so I want you to promise me that you'll use the information in this ebook.

If you are not going to use this information, please hit the close button, send it to your friends and delete it from your hard drive right now. You really don't need any more ebooks on your computer.

4. Done? Good!

Let's get started then..

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## “Top 3 Time Management Strategies for Busy Moms”

Being a mom is definitely a lot of work and it's also very rewarding. Here are some time management tips especially designed for busy moms to make the best of your motherhood while still working on your career or business dreams.

### 1. Make time for yourself

It's easy for most moms to run around and spend the entire day solving their family's problems. That's not a bad thing but you do need to relax and give sometime to yourself.

Take a break.

If you are not willing to relax, it's going to stress you out and when you are stressed out it's difficult to help others with their problems.

So, take a break. Breathe in deeply and set aside a couple minutes everyday to take care of yourself - your health, your body, your emotions, your dreams and your goals.

This little practice will go a long way in helping you relax, get clear and get ready for another day of action.

### 2. Delegate to others

A lot of moms try to do everything themselves.

While I understand the desire to help your loved ones lead as comfortable a life as possible, I also know trying to do everything yourself is a sure way to increase stress and not get a lot of things done.

Instead, start delegating some of your tasks. Your kids might be able to help you with cleaning their rooms or doing the dishes. Make it a fun and enjoyable family activity to help mom after dinner.

### 3. Practice Clarity

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So many women spend so much time listening and helping others that they forget to draw the line between "my" emotions and "their" emotions.

.... And, that's exactly why it's very easy for women to take someone else's problem and stress out about it. In fact, I was reading a recent study that says women worry 2.5 times as much as men.

That's a lot! Worry is the easiest way to fall into the procrastination trap.

The next time you feel trapped by worry, try to get out of the emotions. Get clear on the situation and try to analyze it as someone else's problems.

When you take something that's been worrying you and analyze it from somebody else's perspective, you'll be surprised by the clarity and solutions you generate.

They'll help you get clear and get moving towards your goals.

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## “How You Can Easily Boost Productivity in Your Workplace or Your Business”

Do you want to know what the biggest difference with people who seem to find tons of success and the people who seem to find tons of failure is?

One group spends too little time thinking about their failure..the other group spends too little time thinking of their success..

Which one is which?

This is one of the things that took me the longest time to understand...And, then I had a lightbulb moment..

You see, I'd heard all about positive thinking – sure sounded like a good idea – I thought I knew what people were talking about when it came to positive thinking...And then, it hit me...

This one day as I was sitting there when I really “got it” or better I think I get it better now..

You see, to me positive thinking sounded like just another cute thing to do. But, you know what?

Positive thinking has a lot with your productivity.

When things go wrong..you can either look at that as your failure and then sit down and recount all your failures making yourself feel like a loser.

Or, you can take the event, analyze it, look at your successes and say “***I bet I can turn this around..what's the next action I can take to get closer to my dreams?***”

When you ask yourself “**What is the next step**” it forces **clarity** and forces you **out of negative thinking into action based thinking**. The type that actually helps you get anywhere..

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## “How to Crush Procrastination Caused By Fear”

### “How to Crush Procrastination Caused by Fear”

Have you ever got really excited about doing something, planned it all out and then frozen?

Like seriously, you do all the planning work- you're excited, you definitely care about the project...

And then somehow you still freeze when it comes to actually doing the work..

I have!

That's one of the biggest killers of productivity, dreams and goals so let's talk about this one...Are you ready?

You see, when a goal means a lot to us...it sometimes activates the fear center of our brains..

...And we start thinking of all the consequences of failure...all the nasty things that will happen to us if we don't reach our goals..

That fear prevents us from taking any action because we want the actions to be so perfect that it becomes impossible to act..

That's weird isn't it?

We certainly don't want to fail...so we do something that's surely going to fail us..

I mean...is there a way to succeed without taking action?

Let me know if there is...I would sure like to know!

So, how do you deal with this kind of procrastination?

It's very simple actually...

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All we need to do is take the big project that means so much to us and then **start breaking it down into little tasks that are easily achievable and doable..**

This **takes the fear out** and allows us to do something..

And..when we do something...we feel good..don't we?

So, here's your action step for today - **break big and scary tasks down and do them!**

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## “How to Overcome Procrastination by Gaining Clarity”

Procrastination is the biggest killer of dreams (that i know of atleast)..It's so easy to procrastinate and lose sight of the most important things we need to do in our business..

I could easily be staring at my computer screen for hours upon hours without getting anything important done.

Here's what I do now:

One of the main causes of procrastination is the lack of clarity. I **make a to-do list** and prioritize it well. And, I also make sure I **break down every task into tiny little pieces that take the fear or complexity away.**

When a task appears complex, the chances of it getting done are close to none!

This way, when any task starts causing anxiety and then procrastination, I'm able to take that task and break it into really simple steps. And, these simple steps take me a lot closer to the completion of the task.

In fact, by using this method..I've found that I can actually get the task done in the time I'd normally spend worrying about it...

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# "Discover How You Can Manage Your Time More Effectively and Become So Highly Productive That You Fall In Love With Life Again"

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You will Learn exactly How to:



**Eliminate Procrastination** Once in for all by Defining your Goals and Creating **To Do Lists That Actually Work.**



**Achieve All Your Goals** by Setting Up Career, Family or Personal Goals That Mean the Most to You and Give You **Automatic Motivation Every time.**



Achieve **More Success Easily at Work** by Producing **More Quality Results** in a Week Than Your Colleagues Can Produce in a Month.



Spend **Quality Time With Your Family**, Play With Your Kids More Often And **Feel More Satisfied and Recharged..**



**Reduce Mental Stress Easily**, You'll Go to Bed With the Feeling that You Have Done Your Best and Made Each and Every Minute Count. **No More Guilty Trips.**



No More Running Around Like a Chicken With it's Head Cut off. Be in **Complete control of Your Time**, Your Life and Your Priorities.

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**Prioritize Your Schedule** according to what is most important and **NEVER** again push off the most important things to 'someday'.



Divide up Your time for a **perfect Work, Play and Relax balance** that will recharge you and get you pumped up for **more success in your life**.



Find **Time To Relax**..Find Time for Spa, Treat Your Self to a Golf Game With Your Buddies, Relax By the Beach...**Do Anything You Want**..



Learn How to Never Get Sucked in By Old Habits and How to **Stay on Track** with Your Time Management No Matter What! (Time Sensitive FREE Bonus)



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