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## WORKING MOMS TIPS FOR TIME MANAGEMENT

Balance is something that mothers juggling being a career woman, mother and wife often struggle with. Most never seem to quite get the hang of this balancing act in a way that fulfills each area of her life to the fullest. However, if you suffer from wasting valuable time, you will have an even harder time with this task. However, for the women that want to do it all, there are some helpful tips that can aid you on your journey. **1. Make Sure to Always Get Your Beauty Sleep** Sleep isn't something that you can negotiate. It is a required necessity of the working mother. If you do not get the proper amount of rest, you will never be able to accomplish all that you need to do throughout the day. Trouble with insomnia? Find some ways to relax your mind before bed. Try to leave the worries at the bedroom door and make your bedroom an oasis from the stresses of daily life. It will help you sleep better and more peacefully when you do not lie awake for hours into the night worrying about all the things you have to do tomorrow. **2. Take Time to Unplug** Being constantly connected to everybody and everything is a surefire way for you to get stressed and overwhelmed. Having a constant stream of information binging on your phone every few minutes keeps you distracted from the task at hand. When you get distracted, your mind is taken off the present task. When that happens, it takes longer for you to finish it. When it takes longer for you to finish it, you burn out quicker. When you burn out, your life becomes a lifeless routine of daily chores instead of a fulfilling life as a wife, mother and career woman. **3. Group Similar Tasks Together** Taking phone calls at random increments throughout the day also aid to distracting your from your present task. Procrastinating what you need to get done by worrying about email or Facebook is equally destructive. Instead of worrying about these things all day long, consider blocking off a specific time to call people back, respond to emails and check up on the latest Facebook gossip. When you set aside time for these things it is no longer a distraction, but a scheduled part of your day. Therefore, it's not something that has control of you, but you have total control of it. When you feel in control you will be happier and less stressed out throughout the day.

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