

Time Management Toolkit

BEGINNER'S GUIDE TO
OWNING YOUR TIME.

Taking Time

TAKE TIME FOR WHAT MATTERS MOST.



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BONUS!

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Welcome!

Thank you for downloading our Time Management Toolkit!

Motherhood can be overwhelming, and it often feels like there aren't enough hours in the day to get everything done. Some moms seem to effortlessly balance it all, but the truth is, we all have the same 24 hours each day. The key to managing these hours effectively lies in having a plan that works for you.

Many people fall short of maximizing their days because life is constantly changing. New challenges and unexpected events can throw off even the most carefully crafted schedules. It's easy to get discouraged when things don't go as planned, but remember that flexibility is crucial. This toolkit is designed to help you anticipate and adapt to changes, allowing you to rearrange or eliminate tasks as needed to accommodate your busy schedule.

With our Time Management Toolkit, you'll find practical tips and tools to help you create a routine that fits your unique lifestyle. Start maximizing your days and take control of your schedule today. For more tips and tools on mastering your time, subscribe to our newsletter at taking-time.com.

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Instructions

Step 1: Brain Dump

Do a "brain dump" of all the recurring tasks you'd ideally like to accomplish in a week. This process will help you get a clear picture of everything you want to make time for in your daily routine. Use the provided sections on page 9 to list out your tasks, making sure to include how often each task needs to be done (e.g., daily, 2x/week, monthly).

Take your time to think about each category and list all the tasks you can think of. This will be your foundation for creating a manageable and effective routine.

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Instructions

Sections:

Administrative

Description: Tasks related to organizing and managing household or personal paperwork and schedules.

Examples: Scheduling appointments, filing papers, reading and sorting mail.

Finance

Description: Tasks related to managing money, budgeting, and financial planning.

Examples: Managing budget and savings goals, investing, paying bills.

Health and Wellness

Description: Activities focused on maintaining and improving physical and mental health.

Examples: Exercise routines, meditation, attending doctor's appointments.

Meal Planning

Description: Tasks related to planning, shopping for, and preparing meals.

Examples: Planning weekly meals, grocery shopping, meal prepping.

Errands

Description: Out-of-home tasks that need to be completed to maintain household operations.

Examples: Running to the post office, picking up prescriptions, grocery shopping.

Kids' Activities

Description: Tasks related to the extracurricular and recreational activities of your children.

Examples: Sports practices, music lessons, playdates.

Household Management

Description: Routine tasks that keep your household running smoothly.

Examples: Doing dishes, laundry, sweeping, mopping.

Personal

Description: Activities focused on personal development, self-care, and hobbies.

Examples: Reading, practicing a hobby, setting personal goals.

Projects

Description: Larger, often one-time or seasonal tasks.

Examples: Painting a room, holiday decorating, organizing a garage.

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Instructions

Step 2: Prioritize

Prioritize your tasks by scoring them based on their impact and effort levels. This exercise will help you identify which tasks are most important to you and which can be adjusted or eliminated when necessary.

Instructions:

Use the Provided Matrix

Refer to the matrix on page 6 of this toolkit. The matrix has four quadrants, with the horizontal axis labeled "Effort" (low to high) and the vertical axis labeled "Impact" (low to high).

Score and Prioritize Each Task

Place each task from your brain dump into the appropriate quadrant on the matrix based on its relative effort and impact. Trust your instincts when scoring; you don't need to be too scientific about it.

Consider the following:

Low Effort, High Impact: Tasks that require minimal effort but have a significant positive impact. These should be your non-negotiables.

High Effort, High Impact: Tasks that are important but require more time and energy. Plan to make time for these.

Low Effort, Low Impact: Tasks that are easy but not very impactful. These can be done if you have extra time.

High Effort, Low Impact: Tasks that require a lot of effort but don't provide much benefit. These should be the first to eliminate if your schedule is too busy.

Re-evaluate as Needed

If you find that many tasks are ending up in one quadrant, revisit the exercise later or involve your spouse or family for additional perspective. This can help ensure a balanced approach.

This step will help you create a clear, prioritized list of tasks, enabling you to focus on what truly matters and manage your time more effectively. Some weeks may be slower, allowing you to tackle everything on your list. For busy weeks, refer to this matrix to immediately know what can be dropped. The idea is to reduce decision-making moving forward.

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Instructions

Examples:

My non-negotiables with low effort and high impact include:

- 10 minute meditation 1x/day
- One load of laundry 1x/day
- Dishes 1x/day
- Wipe counters in kitchen and bathroom 1x/day
- Make the bed 1x/day

These tasks take minutes to do and make a big difference in how my day goes and how I feel in my home.

Tasks that are relatively more effort but still high impact include:

- Clean the floors 1x/week
- Clean the bathroom 1x/week
- 30 minutes exercise 3x/week

These are tasks that I have to carve out time over other things but are truly worth it to me.

The tasks are low effort and relatively low impact include:

- Baking homemade bread
- Scrolling social media

These are things that I only do once in a while if I am caught up on everything else.

The tasks that I find high effort and low impact include:

- Ironing clothes
- Sorting laundry by color, texture, person, etc

99% of the time, I just skip these tasks altogether because I just don't think they're worth the time.

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Instructions

Step 3: Create Your Plan

Now that you've prioritized your tasks, it's time to create a plan using the provided monthly, weekly, and daily schedule printables. This step will help you organize your tasks into a manageable routine.

Monthly Schedule

1. Start with the current month and use the provided monthly schedule printable.
2. Add any big events or tasks that you know are coming up, such as appointments, holidays, or deadlines.
3. Repeat this process at the beginning of each month to get an overview of your schedule.

Weekly Schedule

4. Use the provided weekly schedule printable.
5. Begin by filling in your non-negotiable tasks that you placed in the "Low Effort, High Impact" quadrant of the impact matrix. These will form the core of your weekly schedule.
6. Next, add tasks from the "High Effort, High Impact" quadrant that you need to make time for. These tasks require more planning and should be scheduled around your non-negotiables.
7. Look at your specific weekly schedule to identify any additional tasks or events that need to be included.

Daily Schedule

1. Use the provided daily schedule printable to plan each day in detail.
2. Refer to your weekly planner and fill in your daily tasks, starting with the non-negotiables and high-impact tasks.
3. If you have remaining time slots, fill them with tasks from the "Low Effort, Low Impact" quadrant. These tasks are optional and can be done if you have extra time.
4. If there are still openings, consider adding tasks from the "High Effort, Low Impact" quadrant, or simply leave the time slots open for downtime and flexibility.
5. Time blocking can help keep you on track by assigning specific blocks of time to different tasks or categories. This method allows you to focus on one type of activity at a time, reducing distractions and increasing productivity.

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Instructions

Additional Tips:

- Reuse the weekly schedule template as long as it works for you. Revisit and adjust your plan whenever there is a change in your schedule, such as the start of a new school term or sports season.
- Each day and week may have minor differences, so use this plan as a flexible framework and tweak it as necessary.
- Remember that downtime is valuable and helps prevent burnout. Don't feel obligated to fill every time slot.
- By following these steps, you can create a structured routine that aligns with your priorities and helps you manage your time effectively.
- If you are sharing this plan with others, consider color coding tasks for clear ownership.

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Task Breakdown

Administrative

Finance

Home

--	--	--

Errands

Kids Activities

Meal Planning

--	--	--

Projects

Health

Personal

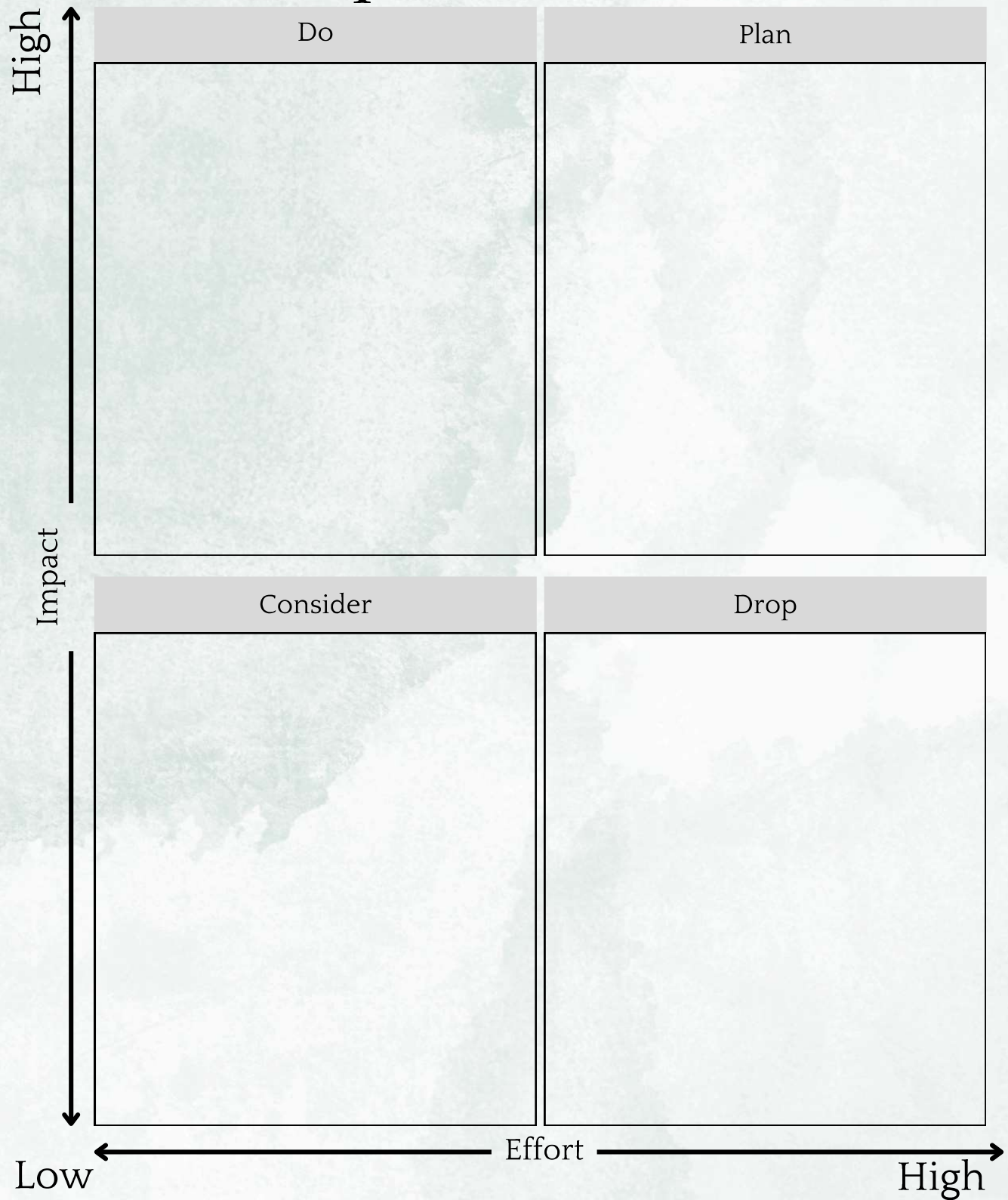
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Impact Matrix



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Month: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Events and Activiites

Notes

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Weekly Planner

Priorities	Schedule	
<hr/> <hr/> <hr/> <hr/> <hr/>	Monday	
<b data-bbox="386 642 613 678">Appointments <hr/> <hr/> <hr/> <hr/> <hr/>	Tuesday	
<b data-bbox="354 1056 646 1087">Events & Activities <hr/> <hr/> <hr/> <hr/> <hr/>	Wednesday	
<b data-bbox="418 1470 581 1501">Reminders <hr/> <hr/> <hr/> <hr/> <hr/>	Thursday	
	Friday	
	Saturday	
	Sunday	

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Daily Schedule

Date: _____		Non-Negotiables
5.00 AM		
6.00 AM		
7.00 AM		
8.00 AM		
9.00 AM		
10.00 AM		Additional To-Do
11.00 AM		
12.00 PM		
1.00 PM		
2.00 PM		
3.00 PM		
4.00 PM		Menu
5.00 PM		
6.00 PM		
7.00 PM		
8.00 PM		
9.00 PM		
10.00 PM		Notes
11.00 PM		
12.00 AM		

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Task Tracker

Task		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Daily																													
Mon																													
Tue																													
Wed																													
Thu																													
Fri																													
Monthly																													

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Holidays 2024

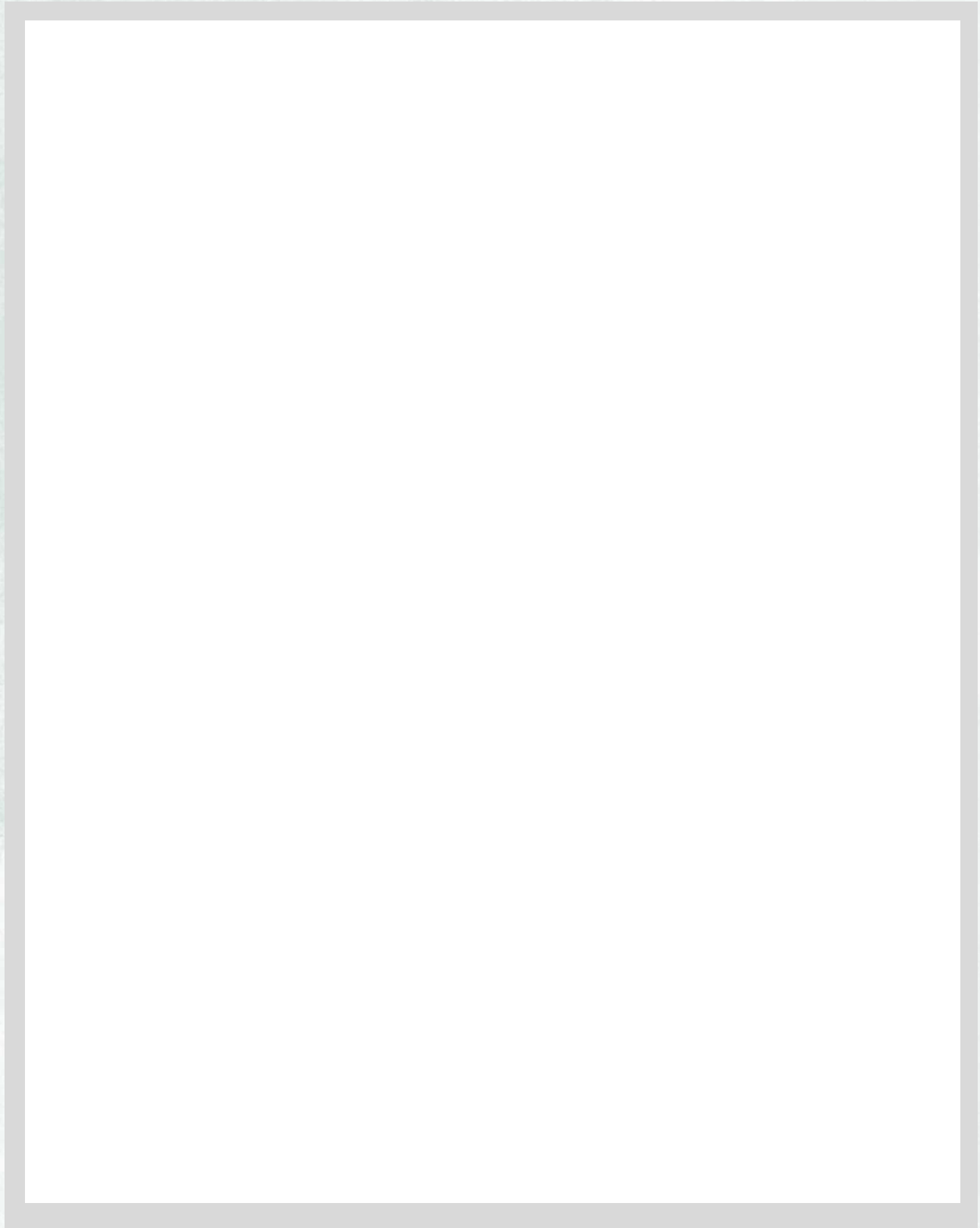
Date	Holidays
Jan 1	New Year's Day
Jan 15	Martin Luther King Jr. Day
Feb 14	Valentine's Day
Feb 19	Presidents' Day
Mar 17	St. Patrick's Day
Mar 31	Easter Sunday
Apr 1	Easter Monday
Apr 15	Tax Day
May 5	Cinco de Mayo
May 12	Mother's Day
May 27	Memorial Day
Jun 14	Flag Day
Jun 16	Father's Day
Jun 19	Juneteenth
July 4	Independence Day
Sep 2	Labor Day
Oct 14	Columbus Day
Oct 31	Halloween
Nov 5	Election Day
Nov 11	Veterans Day
Nov 28	Thanksgiving Day
Nov 29	Black Friday
Dec 25	Christmas Day

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Vision Board

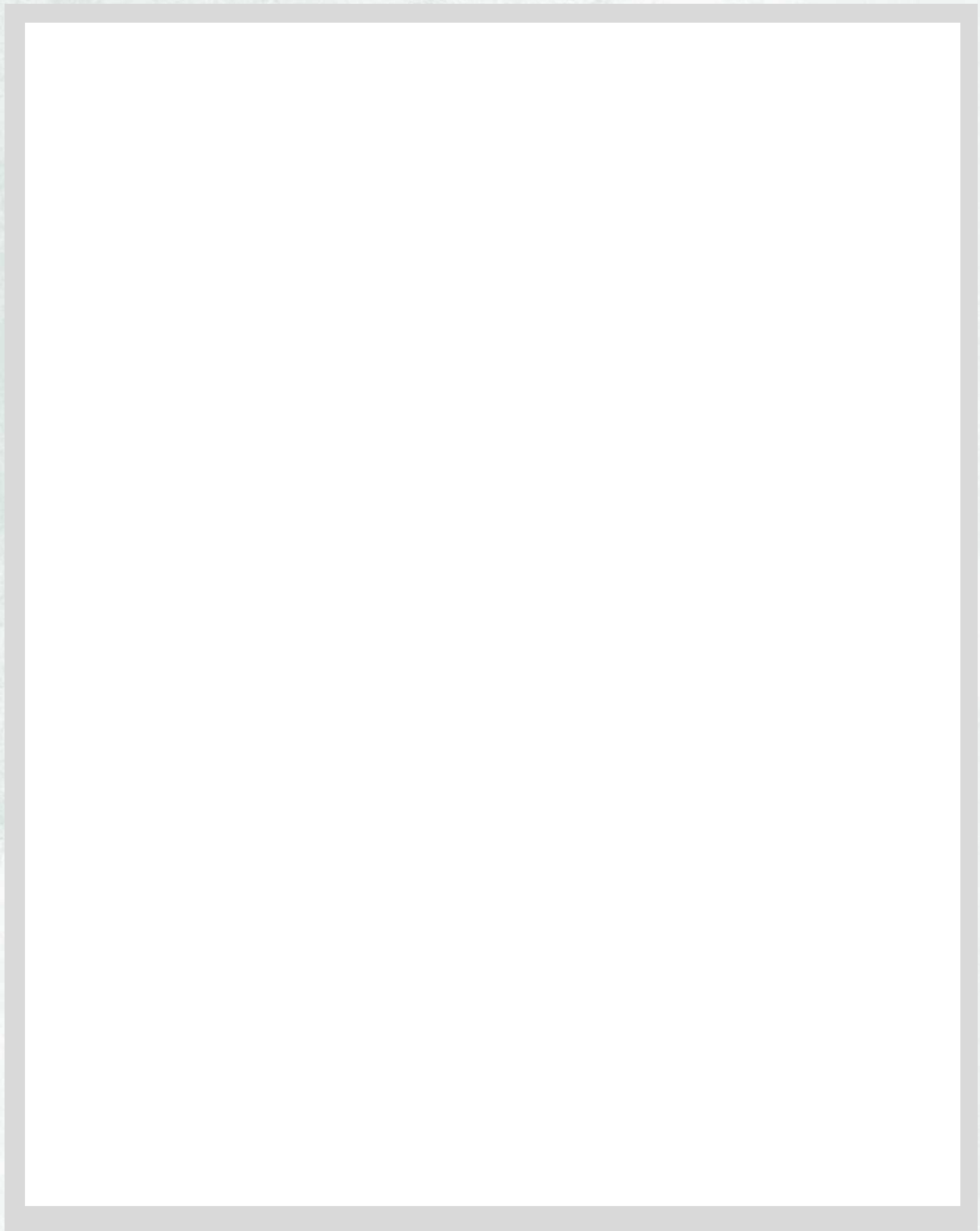


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Additional Notes



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Thank You!

Thank you for giving our Time Management Toolkit a try! By completing this exercise, you've taken an important step toward creating a more organized and efficient routine. The principles behind this toolkit are based on widely used process engineering methods, designed to help optimize processes across various industries. These same principles can help you streamline your daily tasks and make the most of your time.

We hope you found this toolkit helpful. Your feedback is invaluable to us, so please let us know what you thought and how we can improve. Feel free to contact us with any questions or comments at [Taking Time Contact](#).

Stay connected by signing up for our newsletter and sharing the Taking Time Blog with your friends. Don't forget to follow us on [Pinterest](#) for more tips and inspiration. There are so many more awesome things in the works at Taking Time, and we can't wait to share them with you!

Thank you for being a part of our community, and we look forward to hearing from you!

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