



Moms, Stress Less Planning Method

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WHY IS YOUR TO-DO LIST SO IMPORTANT?



Are you feeling scattered, overwhelmed, or like things are constantly falling through the cracks? Do you regularly feel like you're "behind"? Behind with work, behind on keeping up with your house, behind on your to-do's, behind in creating the life you want?

The life where you're relaxed, on top of things, and have plenty of time. Time for what needs to get done and time for the things that you want to focus on - hobbies, exercise, relationships, and being present with your kids.

But how do you get there?

After trying all kinds of systems and processes from productivity experts and organization gurus, I can say that the thing that was the catalyst for change across every area of my life, was getting my to-do list in order.

Without an organized and successful to-do list, you can't make a plan. You can't create a daily or weekly schedule that prioritizes what's most important to you while still meeting deadlines and staying on top of things. You can't create space for, let alone remember, what you want to do. You can't free up mental space and energy for your kids, your husband, your ideas, or yourself.



Ready to get started?

Great, because I'm here to walk you through, step-by-step, how to take the first step in getting organized.


What I'm about to teach you

A strong, consistent to-do list is that solid foundation that will spark change in other areas of your life. Through this process, I'll teach you:

- How to get everything out of your head and onto a consolidated list.
- How to categorize tasks so your list is easy to read at a glance.
- How to prioritize tasks so the most important things get done first, and on time.
- How to make sure you cross everything off your list each day.
- How to celebrate your wins and create motivation no matter what.
- How to stop feeling overwhelmed by the size of your list. You have enough time.

HAVE WE MET?

Hi, I'm Anuradha




I went from being an overwhelmed, exhausted, and stressed-out first-time mom to someone who now rarely thinks about her to-do list because I know I've got it under control.

I have 2 kids (age 6, and 2), work full-time, and find time every week for friends, exercise, reading, and lots of other interests. As a life coach for moms my mission is to help moms manage and ENJOY life!
It's possible and I can't wait to show you

BEFORE WE BEGIN

Here's what you'll need

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- PEN & PAPER for brainstorming and writing notes.
 - ALL OF YOUR EXISTING TO-DO LISTS whether post-it notes, a planner, or your email inbox, gather them all so you can consolidate everything into a single list.
 - GOOD PLAYLIST Listening to feel-good music while you get everything set up is a must in my opinion. Find your groove and let's get started.

THE ULTIMATE TO-DO LIST

1. CREATE YOUR TO-DO LIST

The first step toward managing your Monmouth mom to do list is to do a brain dump.

All you need to do is grab a piece of paper and a pen and write down everything swirling around in your brain that you know you need to get done. Write down everything. Everything. No matter how small and insignificant it seems, write it down.

I'm telling you; this one step is a huge part of reducing your stress. Do it often! When we hold onto the list in our heads, it only makes us stressed because it's all up there and we're trying not to forget it. We're also not doing anything that helps us take steps toward getting things done. And you can't see how important some things are, how some can wait or that others need to happen now. Instead, it's all swirling around in your head and stressing you out....at least if you're like me.

2. CREATE TASK CATEGORIE

Task Categories are the big "buckets" of your to-do list. The most common categories are Work/Job, Household Operations (ie tasks that keep your household running smoothly), and Personal. If you have a business or other responsibility that has its own task list, you may have additional categories but include no more than 5.

- Brainstorm your task categories on paper. Once you've decided what they are, rename to your own category names.

3. GROUP BY TASK TYPE

Task types are HOW you complete a task. Defining and assigning a task type helps you harness momentum. If you pick up the phone to make a call, you might as well make another while you're in the groove of speaking.

- Look at the example task types - Errands, Computer/Desk, In-Person, Phone Call - and decide what changes you want to make.

THE ULTIMATE TO-DO LIST

4. START ADDING YOUR TO-DO ITEMS

This is where the fun begins! Remember all of those lists and notes and post-its that you grabbed?

- Start going through those and adding your tasks under the appropriate column category. You can add the task type and due date as you go, or put them in later.
- Sort as you go. Your top priority items should be at the top of each column and go down from there in order of importance and urgency.

5. ASSIGN DUE DATES

Whether the due date is self-imposed or external, seeing a deadline helps with prioritizing tasks on your weekly schedule. Not all tasks need to have a due date, but those that do should be at the top of your category lists as a visual reminder.

- Go back through the tasks you just added and assign due dates if you haven't already.

6. TIME - HOW LONG WILL IT TAKE?

This is the most critical piece of your to-do list. I want you to estimate how long a given task will take to complete. When you schedule your tasks into your calendar, knowing how long a task will take helps you make sure you aren't putting too much on your schedule. If you only have 4 hours to work, but your tasks total 6 hours, something needs to go.

- Next to each task in the card title, estimate how long that task will take to complete (15 min, 30 min, 90 min, etc.). You will get better at estimating the more you do this, but to start, make the time uncomfortably short and COMMIT to it.

THE ULTIMATE TO-DO LIST

7. INCLUDE BOTH NEED TO DO & WANT TO DO TASKS

A to-do list should not just be things you HAVE to do. It should also include tasks or projects that you want to do, to learn, to research, etc. If you don't write those WANT TO DO items down, there's no way to ever include them in your schedule or make them a priority

- Go back through your tasks. Do you have any cards that are fun or purely because you WANT to? If not, add at least 3 now.

8. MAKE IT YOUR OWN

Since this is something that you should be looking at regularly, make it your own! Make it something that's fun to look at.

- Add photos, images, or quotes to cards at the top of each column.
- Add cards for your priorities or personal goals on the left as a "key" and regularly reminder of what you're working toward and who you're becoming.



TIPS FOR SUCCESS

- COMPLETE ALL STEPS

Each step in this process serves a purpose. Skipping one means you have an incomplete process and won't be able to adequately assess if this works for you or not. Trust me that I've done the trial and error for you already to save you time and energy.

- CONSOLIDATE ALL TASKS, NOTES, AND LISTS INTO ONE

Leaving tasks, notes, and to-dos in various locations (email inbox, post-it notes, notebooks, etc.) means you'll probably miss something. Or at the very least, waste energy worrying that you're missing something. Take the time to pull EVERYTHING into one location.

- CHECK-IN AND REVIEW REGULARLY

To-do lists only work if you look at them! What frequency will work for you? Will you review it every week? Every morning? You'll be adding tasks continuously, but pick a separate time to review everything, re-prioritize, and get rid of things that no longer need your attention.

- START WITH 3 TASKS PER DAY

After you've consolidated your to-do list, it'll look long and you'll want to shorten it by crossing off a LOT of things. Don't do it. Start by picking just 3 tasks per day. Commit to those. Complete those. Build momentum and prove to yourself that you can follow-through and watch your completed list grow.

- LOOK AT THOSE COMPLETED TASKS AND CELEBRATE!

When you sit down to review your to-do list, be sure to spend time looking at that growing COMPLETED column of tasks. You did that! You're making progress. Celebrate your wins and recognize your work. You're doing it!

TIPS FOR SUCCESS

- COMMIT TO 30 DAYS AND REEVALUATE

There may be parts of this process that don't work for you. You might need to tweak something to fit your lifestyle. I fully expect that. But like developing any new habit, you need to give it time. After 30 days, ask yourself - what's working? What's not working? What do I want to change.

YOU DID IT!

You don't have to worry about dropping the ball anymore

This process works if you commit.

Commit to completing the steps in this guide.

Commit to using this process regularly and for long enough to be able to answer what's working and what's not.

Commit to reviewing your list regularly - tidying up, adding notes, and re-prioritizing as life changes.

But most of all - commit to yourself..

- by freeing up mental space,
- by not over-committing,
- by scheduling those want-to-do items.

That is how you create a life that is truly enjoyable.

If this has helped you get organized and take control of your to-do's, share it with a fellow mom. Or post it on social media and tag me @mindmaacoaching