

# How to Have Your Cake and Eat It, Too

## {Week 3: Time Management}

### Are you an early bird or night owl?

*When are you the most productive? What else affects your productivity (the state of the house? noise level? etc.)? How does the amount of sleep you get affect your productivity?*

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### Do you have scheduled time set aside to work?

*Have you carved time out of your schedule to pursue your passion, or do you try to fit it in when the stars happen to align just right? Could you hire a mother's helper, trade with another mom or schedule time with your husband to get uninterrupted work time?*

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### What routines are an important part of your day?

*Do you have routines in place for meal times, clean up, after school, etc. so that everybody knows what to expect? What times of the day could really use a routine?*

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**Have you found a to-do list system that works for you?**

*Do you prefer a digital or paper to-do list? Do you like to have your calendar in the same place as your lists? Are you a write-every-little-thing-down list maker, or do you tend to stick to the bigger items?*

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**What time wasters distract you from the tasks at hand?**

*Do you get distracted by TV? the internet? talking on the phone? How can you use these things as incentives to focus during work time instead of time wasters? Do you struggle with procrastination?*

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**What do you do when you're feeling unmotivated?**

*Have you tried productive procrastination to tackle easier tasks? Do you take a break to rest and recharge? Do you white knuckle your way through? What do you think are the benefits and pitfalls of each option?*

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**Additional Resources:**

- [Time Tracker](#)
- [Daily To-Do List](#)
- [Weekly Overview](#)
- [Daily Action Planner](#)
- [Weekly Action Planner](#)