hopeful 🦉 *mama*

Maximizing Your (Incredibly Small Amount of) Free Time

When free time is at a premium and we have things we want and need to get done, it can be overwhelming to know where to begin and what to do. Below are some basic organization tips for moms who want to effectively use the little free time that they have each day.

- *Text Yourself*
  - *Before going to bed each night, text yourself (or write in your notebook or your list), the 2-3 things that have to get done the next day. Not only does this empty your brain so you don't have to think about it before sleeping, but it also gives you a concrete plan of action for the moment when you find yourself with free time. You will likely accomplish many other things that weren't on the list, but at least you accomplished the most critical ones for the day.*

- *Swallow the Frog*
  - *In the words of Mark Twain, "if you know you have to swallow a frog, swallow it first thing in the morning." Do the thing you are dreading the most as early in the day as possible: schedule that doctor's appointment, re-order the diapers, and pay the bills. The jolt of satisfaction you will get from completing that task will bring positivity to the rest of your day, and will take that baggage of negative energy off your shoulders.*

- *Pump Yourself Up*
  - *When you get something accomplished from your list, give yourself a little reward. Cross the task off the list, give yourself a moment to get on social media, do a few Rocky-style jumping jacks, or take a moment to enjoy a magazine. Research shows us that small rewards can give us just enough positive emotions to keep us motivated to accomplish more.*

- *Make Time for Relaxation*
  - *Research shows us that relaxing actually enhances our productivity. Be sure to schedule something that helps you relax: a walk around the block, a phone conversation with a friend, or a trip to a store alone. It is amazing how refreshed you will feel and how much more ready you will be to face the responsibilities of the day!*