



*Balanced Life Coaching*  
Stress Less, Live More

# Hey Parents

## READY TO GET SOME BALANCE TO YOUR TIME???

Balancing your time is what you, as a working parent needs -- you already know how to manage your time, and you do this so well, you are often "out of time" right??

Well the workbook you have before you will help you to balance that time, and give you back more to yourself.

Ready to get started???

Let's Go!!





# Gather Your Tools

**What is the #1 thing you have already, that you aren't using to your advantage -- a calendar**

**What's the #2 thing you have already that you don't think about using -- paper**

Okay, so use a calendar, big announcement right?? But actually it is.

Most of us detest using a "calendar" or other form of marking down dates, tasks, to-do's. We feel like it "restricts" us, and forces us into a rigid schedule we can't get out of, and feel even worse about not sticking to.

Sorry parents, but lemme tell you something -- carrying around all those things in your head is not walk in the park either!! If you are consistently relying on your memory, or even random scraps of paper, you are setting yourself up for disaster. Because we all forget, and in times of stress, we definitely forget lol.

**You need a place to dump all those to-do's and scheduling.**

**You need something to do the remembering for you, so you can actually be focused.**

**You need something to help you keep track of it all.**

**You Need A Calendar.....and A Notepad**



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# Gather Your Tools

**"Okay but what should I use?? There's a million options, and I don't have the time to do the research....."**

There are definitely loads of options out there, and which is the best one, isn't as easy as promoting a product.

So here is how you can find out what kind will be best for you, and where to start your search (ps - I can help, but you gotta ask me first)

**Look at whatever you are using most during the day - phone, laptop, tablet, a mini notepad in your bag, and convert that into your central place for your time**

## ***Ask yourself these questions:***

**What do I ALWAYS have with me?**

**Where do I do my "tech stuff" - on phone, tablet, or laptop?**

**Do I enjoy writing?**

**Do I like using apps?**

**Does a new notebook excite me? Or a new app that can help me?**

**Do I need easy, or do I need comprehensive?**



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# Move Your Distractions or Move Yourself

**What takes you off your game?**

**What causes you to lose focus?**

**How do you become distracted?**

Getting distracted as a parent is like a never-ending game of tag right? You're sorting the laundry to get washed, and then you remember you have to start dinner, and now your washing dishes, putting kids to bed, and wait.....didn't you start the laundry earlier???

Distractions are frequent, easy, and too much a part of your day. So let's take this time to list out what your distractions are.

Write them down below

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# Move Your Distractions or Move Yourself

**Now that you listed out all your distractions, let's come up with a game plan**

Let's take the earlier example, doing laundry. The distraction from doing laundry, is that you are trying to cook dinner as well, and oh yeah the dishes need to get done too. SO how do we fix that??

If I am doing laundry -- then I stay in the laundry room til it's completed (or the load is put in).

Seems harsh right?? Well it wasn't the best example, but I'm hoping you get the idea. If there is a distraction, you need to move it, or move yourself. The objective is to get one thing done, and not multitask a bunch of things that won't get done (like the laundry earlier). So if you stayed in the laundry room, and finished that load (or putting it in the wash or dryer), now that task is complete, and you can go and fix dinner.

**Maybe a better way to think of this is  
can I move this distraction, or do I need to move myself?**

The next worksheet will help you with this!!!



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# Move Your Distractions or Move Yourself

## Here is an example:

I need to *write this email*, and *the kids are* distracting me.

I need to *move myself, or move the kids*

I need to \_\_\_\_\_

This is distracting me \_\_\_\_\_

I need to move \_\_\_\_\_

I need to \_\_\_\_\_

This is distracting me \_\_\_\_\_

I need to move \_\_\_\_\_

I need to \_\_\_\_\_

This is distracting me \_\_\_\_\_

I need to move \_\_\_\_\_



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I need to move \_\_\_\_\_

I need to \_\_\_\_\_

This is distracting me \_\_\_\_\_

I need to move \_\_\_\_\_

I need to \_\_\_\_\_

This is distracting me \_\_\_\_\_

I need to move \_\_\_\_\_



# Keep a Buffer Zone

## **Keeping a "buffer zone" around your appointments, meetings, and other gatherings is key!!!**

Face it, the kids have a whole schedule on their own right?? You have to keep up with theirs, and yours, and that isn't fair right?? Okay, so I'm working on changing that, but in the mean time, let's talk about this "buffer zone".

You have meeting, appointments, gatherings, get-togethers, and they all have a time don't they? And if you aren't in the location, you have to factor in time to get there, and time to get back. And traffic .....and life.....

So why not make it a personal practice of yours to have a "buffer zone" around these time sensitive meetings?? Maybe the dentist is 15 minutes away, but you are at work, which is 20 minutes in the other direction. Not to mention you have to pick up the child who needs to see said dentist from school.

You thought it would be only 30 minutes to get there, and maybe you left work a little later than you thought. Now you are hurrying your child into the car, and into the office, and you are 20 minutes late for the appointment, there's a late fee, and now you have to wait longer.

**You need "buffer zones" around all of your appointments - let's write them out!!!**



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# Keep a Buffer Zone

**Write the type of appointment/meeting you typically have.**

**Figure out the time you need to get there (on a good day), and add 15 more minutes**

**Now add 30 minutes on top of that == your buffer zone**

**You will want to not schedule or do anything in the buffer zone other than get ready for the meeting/appointment!!**

*So if the dentist appointment is at 2:00pm, and is 20 minutes away, and you have to pick up your child (additional 10 minutes), that's 30 minutes of just traveling. Now add the 45 minute buffer*

*That would make you needing to finish up stuff, not take on anything new (no new emails, no new chores, nothing) from 12:45pm and on.*

*Just finishing up, and leaving!!*

Appointment/meeting type: \_\_\_\_\_

Buffer Zone \_\_\_\_\_ minutes

Appointment/meeting type: \_\_\_\_\_

Buffer Zone \_\_\_\_\_ minutes



# Keep a Buffer Zone

**Write the type of appointment/meeting you typically have.**

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Appointment/meeting type: \_\_\_\_\_

Buffer Zone \_\_\_\_\_ minutes

Appointment/meeting type: \_\_\_\_\_

Buffer Zone \_\_\_\_\_ minutes



# Balance Your "To-Do" List

**Got your calendar & notepad right? (or whatever you have chosen to use)**

**Time to Balance That To-Do List!!!**

We are in a society in which productivity is more prized, than doing things completely and fully. We are given all kinds of kudos for doing 5 things at once, and yet those things may or may not be done to our best efforts.

So I want to encourage you to do some "balancing" with your time. Again, similar concept of "time blocking", but what I am proposing is a little different. I want you to create a "Daily Balance List"

First, you need to know we are gonna have a place for all those "to-do's" and things you want to put on your Daily Balance List. We will have a spot for them, so don't worry, and just roll with me here.

I'm gonna take this step by step, and at the end you will see how it all fits together!!!



# Balance Your "To-Do" List

**Break your day into segments that  
you feel productive in**

This is different for everyone, so don't feel pressured to use morning, afternoon, and evening.

Maybe for you, it's afternoon, evening, and late night.

Or maybe early morning, evening, and bedtime.

Whenever the 3 times of the day you are most productive, most active, can get things done, list them here

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



# Balance Your "To-Do" List

**Each segment gets 5 tasks to complete during that time frame**

Yes, you can only choose 5 things to do -- NO 3 LAYERED TASKS AS 1 TASK EITHER!!!!

If you have a task that will take about 3 to 4 steps, then each step gets listed.

You can only do 5 per segment, BUT you can carry over tasks into the next segment.

Do this for all 3 times you listed on the previous page



# Balance Your "To-Do" List

**Each segment gets 5 tasks to  
complete during that time frame**

1. \_\_\_\_\_

Task A: \_\_\_\_\_

Task B: \_\_\_\_\_

Task C: \_\_\_\_\_

Task D: \_\_\_\_\_

Task E: \_\_\_\_\_



# Balance Your "To-Do" List

**Each segment gets 5 tasks to  
complete during that time frame**

2. \_\_\_\_\_

Task A: \_\_\_\_\_

Task B: \_\_\_\_\_

Task C: \_\_\_\_\_

Task D: \_\_\_\_\_

Task E: \_\_\_\_\_



# Balance Your "To-Do" List

**Each segment gets 5 tasks to  
complete during that time frame**

3. \_\_\_\_\_

Task A: \_\_\_\_\_

Task B: \_\_\_\_\_

Task C: \_\_\_\_\_

Task D: \_\_\_\_\_

Task E: \_\_\_\_\_



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# Balance "breaks"

## **5 Minute "breaks" from all and everything**

Remember I said we are honestly too busy these days??

Think about how much our brain is computing, organizing, categorizing all of the information we take in on a daily basis.

And it's not like it gets any rest when we sleep either right??

So when does our brain get a rest?? When does it just "chill out".

Well it doesn't and sometimes we have to build that into our day -- especially when we become more and more stressed each day.

You need to build in time during your day, to give your awesome computing powered brain a rest. You need to provide time in your day for thinking about nothing, doing nothing, and not saying anything. Pure and simple rest for the brain!!!



# Balance "breaks"

**But I'm always thinking -- how do I get it to stop, even for 5 minutes ???**

So glad you asked!!!!

The easiest way to do this, is to find 2 songs on your phone that are really relaxing, not too exciting, but really make you feel good.

Or just one song on repeat!!!

When you take your 5 minute balance break, pop in some earbuds, and listen to the song - that's all just listen to the song.

Or, you you take a step outside and just stand -- don't think about the yardwork that needs completed, just stand and look at the sky.

You could also take a quick walk around your home or apartment, again, not looking for anything, or thinking about things, just being outside.

This is called being "mindful", and there are so many options to do mindfulness. If you have questions, or need more guidance, shoot me a message!!!

**Let's add this to the Daily To-Do list!!!**



# Balance Your "To-Do" List

1. \_\_\_\_\_

Task A: \_\_\_\_\_

Task B: \_\_\_\_\_

Task C: \_\_\_\_\_

Task D: \_\_\_\_\_

Task E: \_\_\_\_\_

Balance "break" 5 minutes  
activity: \_\_\_\_\_



# Balance Your "To-Do" List

2. \_\_\_\_\_

Task A: \_\_\_\_\_

Task B: \_\_\_\_\_

Task C: \_\_\_\_\_

Task D: \_\_\_\_\_

Task E: \_\_\_\_\_

Balance "break" 5 minutes  
activity: \_\_\_\_\_



# Balance Your "To-Do" List

3. \_\_\_\_\_

Task A: \_\_\_\_\_

Task B: \_\_\_\_\_

Task C: \_\_\_\_\_

Task D: \_\_\_\_\_

Task E: \_\_\_\_\_

Balance "break" 5 minutes  
activity: \_\_\_\_\_



# Balance Your "To-Do" List

I talked before about having a space for your "other" to-do items that aren't pressing, or don't need to be done right away.

You can call this list whatever you want, but I want to explain how you should use it!!

When you have your daily list written out, and there are other things that come to mind (as they always do), write them on this list.

If you find that you get through your segments tasks (all 5) and still have time left in that segment, you can come to this list, and grab another if you're feeling froggy, lol.

Or you can count it as a win - and give yourself another balance break.

**The choice is yours, and the list is here!!!**



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# Balance Your "To-Do" List The "Extras"

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# Balance Your "To-Do" List

**Alright, so let's review here.....**

-- > You have a calendar & a notepad (or you're using your phone, or laptop, or tablet). You are using these to keep track of appointments, meetings, tasks, anything that comes into your head as a "to do" or "don't forget", or "reminder"

-- > You know what your buffer time is for each kind of time sensitive meeting or appointment

-- > You know when you are most productive, and chose 3 segments of the day to get things done

-- > You have a plan you can use for each day, and a way to keep track of those other things that come up.



# Balance Your "To-Do" List

**Okay let's pull  
this all together  
on 1 sheet  
(so you can use  
it!!)**



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# Your Daily Balance List

Today's appointments/meetings:

*Don't forget to add in  
your buffer time!!!*

**Time of Day** \_\_\_\_\_

Tasks to complete:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Balance "break":

\_\_\_\_\_

**Time of Day** \_\_\_\_\_

Tasks to complete:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Balance "break":

\_\_\_\_\_

**Time of Day** \_\_\_\_\_

Tasks to complete:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Balance "break":

\_\_\_\_\_



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# The "Extras"

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It's my hope that this workbook helped you to get more time to yourself, and helped you to balance your time.

*Melissa*  
*The Balanced Life Coach*



If you have question,  
would like a free consultation, or more  
individual help with this,  
contact me at  
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