

This Free E-Book is brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

Work At Home Moms Time Management Tips

By Carrie Lauth

"How do you DO it?!" If I had a dime for every time I heard that, I would be able to quit my home business.

Just kidding.

Seriously, time management is a serious issue for work from home Moms. You want your home business to be a success, but you don't want the rest of your responsibilities to fall by the wayside... especially your children, who are the reason you chose to work from home in the first place.

While you're probably already doing some of the obvious things like taking advantage of naptimes and bedtime, I hope you find some additional ideas from the following time management tips to make things easier for you while working from home and caring for young children.

Time Management for your Home Business

Have a clear purpose when you go online

Whenever you go to your computer, have a definite purpose in mind. It helps to keep a notebook by your computer always with your goals and to-do lists in it, all in once place. This helps prevent you from aimlessly checking email or surfing the net and getting lost. Know what you need to accomplish, write it down, do it, and move on to the next activity.

Outsource as many tasks as you can afford Consider hiring a virtual assistant if you have a lot of administrative tasks. Or pay your kids to do things for you that are age appropriate. This can even be a tax deductible expense. Check with your accountant.

Analyze your activities

Think about the steps you engage yourself in with your business and see if those tasks are really paying off for you. A lot of work at home Moms do things like join safelists, traffic exchanges and other

Work At Home Moms Time Management Tips

activities that most internet marketing experts agree are not the best use of your time. Ask people who are where you want to be in your business how they manage their time. Just because something is free doesn't mean you should be spending time doing it.

The best \$20 you can spend on your business

That may be the money you spend hiring a Mommy's helper to come over and play with your children for several hours. It's amazing what you can get done during that time. Plus, your kids usually get worn out from all the fun and take longer naps. Everybody wins!

Think Assembly Line

In other words, group similar activities together. Don't check your email all day, check it two or 3 times a day (at most) and answer all the emails at the same time. When you want to make changes to your

website, list them all and wait until you need to make several changes at once. When one child asks for a story gather them all around. Same thing for snacks. Run all your errands at once.

Utilize Technology

Get wireless internet and a laptop if at all possible. This can make a drastic improvement in your ability to work online around your children. You can sit on the front porch and work on your website while your kids play in the yard. Or you can drop them off at a friend's house and head to Starbucks and get online!

Use autoresponders, mailing lists and other resources to automate your business. If you find yourself typing out answers to the same questions over and over again, add pages to your website or create an ecourse or downloadable report that addresses those topics and refer your customers or downline or whomever to those.

Household time management

Simplify meal preparation and shopping

That doesn't mean you spend a lot of extra money on convenience foods that aren't good for you. But do make simple meals that even your children can help you prepare. Use your crock pot. Collect recipes that require few ingredients and no elaborate preparation.

Have a good routine for making menus and shopping. In the long run, extra trips to the store for that missing ingredient is costing you time and money. Most families eat the same 10 or so favorite dishes over and over. Enlist the help of your family to figure out what those favorites are, print up the ingredients into a shopping list, and take that to the store. Have the list posted on the fridge to mark things off as they're used up.

Get your kids to help out around the house more. Here are more work from home Mom house cleaning

tips

General Mom time management tips

Identify time wasters in your day

It's a different thing for everyone. Maybe it's the TV, maybe it's friends calling to chat in the middle of the day. Maybe it's activities that seem necessary but that really aren't productive, like posting a lot in message forums. Whatever it is, identify it and eliminate it if possible, or at least manage it. Use your voicemail, and call people back when it's a better time for you. Figure out if watching Oprah or the Apprentice is really adding value to your life or just wasting your time.

Make a timer your best friend

A timer has so many uses. You can set it to tell your child when you'll be available for them. Young children have difficulty comprehending time, and the timer will set them at ease so they won't bug for you that entire period.

It also keeps you on track and helps you finish up tasks more quickly. Use it when you're reading

email, cleaning house, whenever you want to accomplish something fast.

Have a Routine

Having a routine for your household chores and business activities can really help Moms with time management. When you have a good routine, you can do things without thinking, and they always take up less time that way. Keep your routines written down until they're memorized. Use an organizing calender or digital system...whatever works best for you. Make sure everyone else in your household knows the basics of your routine so that things flow more smoothly.

Set limits

No one person can do everything. Your time and energy is valuable and you need to be firm in setting limits on how you spend it. Don't commit to things that you can't reasonably accomplish. Get enough rest. Learn to say No. Avoid negative people who like to whine.

As Moms we're constantly working on time management, but with creativity and good routines, we can have a thriving business and a balanced life.

Carrie Lauth publishes a "no fluff" newsletter for work from home Moms. Get your free copy plus extra subscriber goodies at:

<http://www.business-moms-expo.com/newsletter.html>

3 Time Management Tips for Stay at Home Moms

By Sheri Purfield

Time management can be a big issue for stay at home moms that have many things going on in their lives. For mothers that truly want the best for themselves and their families, time management can play a major role as to their success.

If you always feel rushed and you feel you can't get anything completed during the day you might want to address your time management methods. If you have the feeling of not being able to focus on one thing at a time and not being able to handle distractions well, then you should take a step away from the action and relearn the basics.

Time management is a simple concept: plan and organize your schedule to make your time as clear and productive as possible. However, as with most stay at home moms, we must accept that there will be plenty adversity during the day and we have to deal with it.

If you are finding that you are pressed for free time or that you just feel too busy chasing your kids around, here are some tips to make your time more productive and find some time for yourself.

Wake up a Little Earlier and Take Time to Take Care of Yourself

Remember you have control as to when you wake up. Consider waking up a little earlier. I find that taking the first 30 – 60 minutes of the day to just think does wonders for my mental outlook. Take a few minutes to have a cup of coffee or tea and write down what you need to do for the day or maybe do absolutely nothing. If you want, write down any tasks you promised your family or yourself to do earlier and prioritize as to when you can complete them.

If you really want to do something great take on exercising: wake up 60 minutes earlier than your family and work out. Movement is a great way to start the day and it clears your mind. There is so much to be said for exercising and living a healthy life style. The point is that you want to give yourself a head start. Again: you can control when you wake up.

Take Control of Incoming Demands

Children can be a very powerful distraction that can easily take your focus away. I have two young children (six and three years old) and it seems that they have a request every 30 seconds. Some days I'm reaching for the Excedrin by 9:00 am. However, you must embrace the fact that your family comes first.

The best thing to do here is to try your best to teach your children to ask for things one at a time and also (if age permits) show them how to do things on their own. If you are doing something very important and it's not a life and death request from your child, try to defer it until you complete the task. Your time can be well spent by teaching your kids to take care of a few things themselves when they ask for something.

Work At Home Moms Time Management Tips

Keep a Note Book and Pen Handy

Try to keep a note book with yourself at all times. As long as you are not driving or doing something dangerous, it is best to write down your random thoughts in a note book. This way you can decide what to do with the task when you are ready to review new information. This is a good way to decide if an idea is good enough to pursue. More importantly you can prioritize the idea.

Writing down your ideas and forgotten tasks in a note book can be a powerful tool in dealing with distractions. If you are like me (with a mind going a mile a minute), a note pad and pen is essential to time management.

Time management is necessary for almost anyone in this super busy world we live in. However, I feel it's even more important for stay at home moms because we are responsible for keeping our families together. Our days are filled with running around for our children, working on multiple projects at the same time plus some of us try to juggle school or a home business. So time management skills are definitely needed and can really help.

Sheri Purfield is developing a team of home based business entrepreneurs. If you really want the opportunity to improve yourself, think about starting your own home business. We sell skin care products that made with the best ingredients and provide results for the people that use them. This opportunity is the "perfect"

stay at home mom business

. Please visit

www.independentskincareconsultant.com

now for more information.



This Free E-Book has been brought to you by Natural-Aging.com.

[100% Effective Natural Hormone Treatment](#)
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!