

HOW TO DO IT ALL SUCCESSFULLY

TEACHING MOMS THE ABC's TO
GETTING IT ALL DONE
SUCCESSFULLY.

Workbook



CHRISTINE M. PSALMS
WIFE-MOM-BOSS

TAUGHT BY CHRISTINE PSALMS

How to Get it ALL Done Successfully

Course Outline / Lesson Plan

Prepared by Christine Psalms

TRAINING INTRODUCTION / PURPOSE

- This course teaches mompreneurs the ABC's to getting it all done successfully without getting burned out or overwhelmed. This course will empower and equip moms with the necessary tools to use to successfully navigate being wife, mom, daughter, business owner, and so much more.

OBJECTIVES

1. To set realistic goals for each part of your life.
2. Properly prioritize goals set
3. Successfully execute task to reach the goals desired

HOW TO GET IT DONE

1. Prioritize Your Life

- a. What Does that mean? (is it necessary)
- b. What does that look like?
 - i. Spiritually
 - ii. Mentally
 - iii. Physically

2. Delegate

- a. Who do you trust with your vision?
- b. Who do you trust to help you reach your goals?
- c. Identify your support system
- d. We are not Superwoman - It Takes a Village

3. Disciplined Mindset

- a. How to stick to the plan.
 - i. Set reachable / realistic deadlines
- b. See it through
- c. Have a “If I don’t do it, it won’t get done” Mindset

THE PROCESS

SETTING GOALS /VISION FOR YOUR LIFE

1. Complete goal setting sheet
2. Set goals for each part of your life

PRIORITIZE YOUR GOALS FOR EACH PART OF YOUR LIFE.

1. Determine what you what done - 2 yr / 5 yr / 10 yr

PRIORITY LIST

1. Get rid of your “To-Do-List”
 - a. to-do list turns out to be not very effective? You often over-schedule and only get 2-3 tasks done out of the 10 you planned for the day
2. Create Priority List.

TIME BLOCKING

1. What is time blocking
 - a. Time blocking, also known as time boxing, is a time management technique that helps you organize, prioritize and schedule all your tasks and activities using blocks. You can plan for a whole day, week, or even month with this technique.
 - b. These blocks implement the idea of time limits and are quite flexible in terms of deadlines, meaning you can always re-evaluate your tasks.
2. The benefits of time blocking
3. How to create a time block schedule
 - a. Think and write down all the tasks you need to do on a sheet of paper. Now you have a great to-do-list. But don’t stop there.
 - b. Now that you’ve gathered all of your tasks it’s time to prioritize them. This

will take another piece of paper to write out the most important task. They can be the ones you have to do daily. Example, emails, cooking, client consultations, etc. Next add those that have close deadlines. Finally all the rest.

- c. There are Time management techniques, such as the Alps Method
 - d. Don't try to put all your tasks in one day (this defeats the purpose) Try to limit it to 5 tasks a day. Otherwise you will slip into multitasking. Which is never good. We were never meant to multitask.
4. Create a time blocking schedule
 5. Revise, Replan and Replan
 - a. This step makes your time blocking schedule more adaptable to unforeseen circumstances and flexible with burned deadlines.
 - b. You'll never define the length of your time blocks with 100% accuracy. This is because of many reasons, such as: unexpected work errors, various delays or just simple tiredness. That's why there is the opportunity to revise all your planned tasks and put them in a new set of blocks.
 - c. Revise and re-plan your schedule when you have part of your tasks completed. Throughout the day the priority of your tasks can change and you should be prepared for it. Especially if you work in today's times.

ACTIVITY

- *Read the book The One Thing by Gary Keller*
- *Complete your Goal Setting Sheet*
- *Complete your Time Blocking Schedule*
- *Schedule a One on One with Christine Psalms -*
<https://PsalmsEnterprises.as.me/OneonOneDiscoverySession>



ABCs of Goal Setting

Let's Figure Out Your Goal

WHAT IS YOUR GOAL?

WHY DO YOU WANT TO HIT THIS GOAL?

HOW WILL YOU KNOW WHEN YOU HIT THIS GOAL?

WHEN DO YOU PLAN TO REACH THIS GOAL?

IS THIS GOAL REALISTIC?



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ABCs of Goal Setting

Now let's brainstorm Actions Needed

LIST OUT EVERY TINY ACTION YOU NEED TO COMPLETE TO REACH YOUR GOAL, AND DON'T FORGET TO LIST OUT ANY PROBLEMS YOU WILL NEED TO SOLVE TOO.



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ABCs of Goal Setting

Action Plan:

Action	Time Estimate	Done?



30-Minute Daily Planner

Date and Month:	
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Morning hours (a.m.)		Afternoon hours (p.m.)	
5:00		12:30	
5:30		1:00	
6:00		1:30	
6:30		2:00	
7:00		2:30	
7:30		3:00	
8:00		3:30	
8:30		4:00	
9:00		4:30	
9:30		5:00	

10:00		5:30	
10:30		6:00	
11:00		6:30	
11:30		7:00	
12:00		7:30	

Priority List	
item #1:	
item #2:	
item #3:	
item #4:	
item #5:	
item #6:	
item #7:	
item #8:	
item #9:	
item #10:	

ADDITIONAL NOTES AND COMMENTS:







