

Productivity & Organization for Women

Lesson One

Welcome to your journey towards productivity and organization at home!

My goal is that by the end of this course, you will feel confident in your daily, weekly, and monthly routines and be able to sit down after a long day and feel relaxed.

Something important to know about this course is that I don't want you doing more. No one can handle doing everything. We all have the same 24 hours. How we use this time is the difference between feeling like you are always trying to catch up and feeling like you are the one in charge.

After years of feeling like the Serenity Prayer was a silly saying, I am finally embracing it. There are things that I can change and my job is to use those to my advantage. With the things that I cannot change, I need to take a deep breath and accept.

*God, grant me the serenity to accept the things I cannot change,
Courage to change the things I can,
And wisdom to know the difference.*

– Reinhold Niebuhr (1892–1971)

I *can* change the time of day that I wake up, how I spend my mornings to prepare for the day, and how I plan my calendar. I *cannot* change the health or developmental stage of my family members, hours of my job (well, maybe YOU can!), and number of mouths that I need to feed.

Your assignment today is:

1. Fill out the worksheet on the following page.
2. Tell me about yourself -- where you are in life and in your journey to be productive and organized.

Additional Resources:

[You Have the Same 24 Hours as Beyonce](#) (blog post)

[21 Tips to Become the Most Productive Person You Know](#) (blog post)

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Productivity & Organization

What is productivity?

What is organization?

Where would you like to be in terms of productivity and organization one year from now?

1.

2.

3.

What are some things that you can control that will help you be more productive and organized?

Examples: When I get up in the morning, my time on social media.

1.

2.

3.

What are some things that you cannot control?

Examples: My work hours, how often my baby needs to be fed.

1.

2.

3.

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Lesson Two

The best way to become productive and organized is to develop automatic routines. With effective routines, you will always be ahead of the game, instead of constantly trying to catch up.

"A habit is something we do regularly without consciously thinking much about it. It is an automatic mental and behavioral activity. Habits make it possible for us to do things without spending exorbitant mental effort. They make everyday life possible – for good or bad."

– Brian Martin, 2013

Developing good habits is key to our lives "so that when we fall back on them in times of stress, we're following activities that make our situation better, not worse." (Rubin, *Better Than Before*)

Throughout this entire course we will be developing habits and routines to be productive and organized while expending less mental energy. For the rest of this week, we are going to focus on our daily habits. These are the cornerstone for making each day count. From there, we will build up to other important weekly and monthly habits and routines.

Your assignment today is:

1. Fill out the worksheet on the following page.

Additional Resources (Amazon affiliate links):

[The Power of Habit](#) (book)

[Better than Before](#) (book)

[4 Ways to Stop Procrastination and Get Things Done](#) (blog post/podcast)

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Habits & Routines

What are habits?

What are routines?

List ten important habits that you already have established.

Example: I brush my teeth. I clean the house.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Now sort the above habits into routines. List each habit under the category that best describes when you do it.

Daily routines:

Weekly routines:

Monthly routines:

Not part of a routine:

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Lesson Three

Daily routines make the difference between a chaotic and unstructured day, and a day in which you feel satisfied that everything has been taken care of.

*"The secret of your future
is hidden in your daily routine."*

– Mike Murdoch

We all have the same 24 hours. Our goal is not to pack more into those hours, but to use that time more wisely. Consider what is essential for you to do each day in order not just tame the chaos, but actually conquer it.

What do you need to have a **productive** day (get stuff done)?

- Create a schedule
- Write a to-do list
- Put it on your calendar
- Clear your mind/meditate/pray
- Exercise
- Prepare things in advance

What do you need to do to have an **organized** day (put everything where it belongs)?

- Do the dishes
- Do one load of laundry
- File your receipts
- Go through the mail
- Put away your clothes
- Pick up things that are lying around the house

What are you going to do to eliminate time wasters?

Your assignment today is:

1. Fill out the worksheet on the following page.

Additional Resources:

[Why Having a Daily Routine is Important](#) (blog post)

[7 Benefits of a Solid Daily Routine](#) (blog post)

[How to Get More Done with a Personalized Daily Routine](#) (blog post)

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Daily Habits

What are daily habits that you have or would like to have in order to be more productive each day?

What are daily habits that you have or would like to have in order to be more organized each day?

Now go back through each of these lists and rank the habits in order of how essential they are.

What are daily habits that you have that you need to eliminate to have more time for the essential things in your life?

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Lesson Four

What you do each morning is going to be key to how the rest of your day unfolds. It is crucial to set yourself up for success immediately upon rising from bed.

"Routines are the ideal way to bookend your day. I think they are the building blocks of effectiveness, efficiency, and efficacy."

–Mike Vardy

Create morning routines that include:

1. Time for reflection (reflection, meditation, prayer)
2. Time to plan for the day (based on the calendar and to-do lists)
3. Time to energize your body (exercise, water, food)

In the evening, it is important to have routines that close out your day and set you up for success for the following day.

Create evening routines that include:

1. Time to put things back where they belong (organizing)
2. Time to look ahead to the rest of the week (what must be done)
3. Time to set things out for tomorrow (clothes, meals, supplies)

Your assignment today is:

1. Fill out the worksheet on the following page.
2. Email me and tell me three essential habits for your morning and evening routines.

Additional Resources (Amazon affiliate links):

[How to Create a Morning and Evening Routine](#) (blog post)

[10 Habits to Add to your Evening Routine](#) (blog post)

[10 Areas to Conquer when Creating a Productive Evening Routine](#) (blog post)

[What Every Successful Woman Does Before Noon](#) (blog post)

[My Morning Routine](#) (blog)

[The Miracle Morning](#) (book)

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Morning and Evening Routines

Using yesterday's prioritized list and notes from today, write down what you feel is most essential for your morning routine.

Using yesterday's prioritized list and notes from today, write down what you feel is most essential for your evening routine.

Go back through each of these habits and write down how long you expect each one to take you.

Write down the time that you must complete your morning routine (i.e. I must be done by 7:30am because that is when I leave for work.)

Based on the time required for each habit and your "must be done by time", write down what time you need to get up. _____

Write down the time that you must complete your evening routine (i.e. I must be done by 8:30pm because that allows me 8 hours for sleep.)

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Lesson Five

Today we are going to create our ideal morning and evening routine schedule. Based on yesterday's activities, you know the most important things to do in the morning and evening. You know what time you must get up and go to bed and how long each habit will take you. Now is the time to take action.

*"The key is not to prioritize what's on your schedule,
but to schedule your priorities."*

– Stephen Covey

The number one barrier to making and keeping a morning and evening routine for most people is sleep. Most of us have difficulty getting up in the morning either because we have not had enough sleep, or because we are just not motivated to start our day. To overcome this barrier, make sure to:

1. Allow at least 8 scheduled hours in bed each night. If you cannot sleep all of these hours, use some of this time for reading, resting, and reflecting.
2. Keep note of your body's needs. If you are not a morning person, schedule less things in the morning so that you can sleep in a little later.
3. Think of something that motivates you to get up each morning.

In addition to the above, remember when creating your schedule that:

1. An ideal schedule is exactly that, ideal. Know that you will not be perfect at doing every part of it every day.
2. If you are new to having a morning and evening routine schedule, keep it light. Only include the most essential items. Add more things into these routines over time if you feel that they are necessary.

Your assignment today is:

1. Schedule your ideal morning and evening routines on the following page. If you have an afternoon routine, fill that in too. Then print out as many copies as you need. If you have another way to plan out your day, use that instead.
2. Start the routines today! Keep following your morning and evening routines on a daily basis, throughout the rest of this course, and beyond!

Additional Resources (affiliate link):

[Great example from Pinterest](#)

[Eliza Ellis free planner pages](#)

[Erin Condren planner](#)

My Amazing Day

Date

Priorities

♥ _____

♥ _____

♥ _____

Meals

B: _____

L: _____

D: _____

S: _____

I will take care of myself by:

✿ _____

✿ _____

✿ _____

Notes:

Morning

To do:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

Afternoon

To do:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

Evening

To do:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____