

Organization guide

Val Kuikman
vquickfitness.com

How to Take back your sanity

I recently surveyed several moms who work full-time, part-time and stay at home. Everyone of them wished that they had more time and were more organized. I knew that these were two things that were very important to us and I had to find a way to help moms solve this problem. I created this guide to help moms go from frazzled to confident and in control. You can be supermom with some planning.

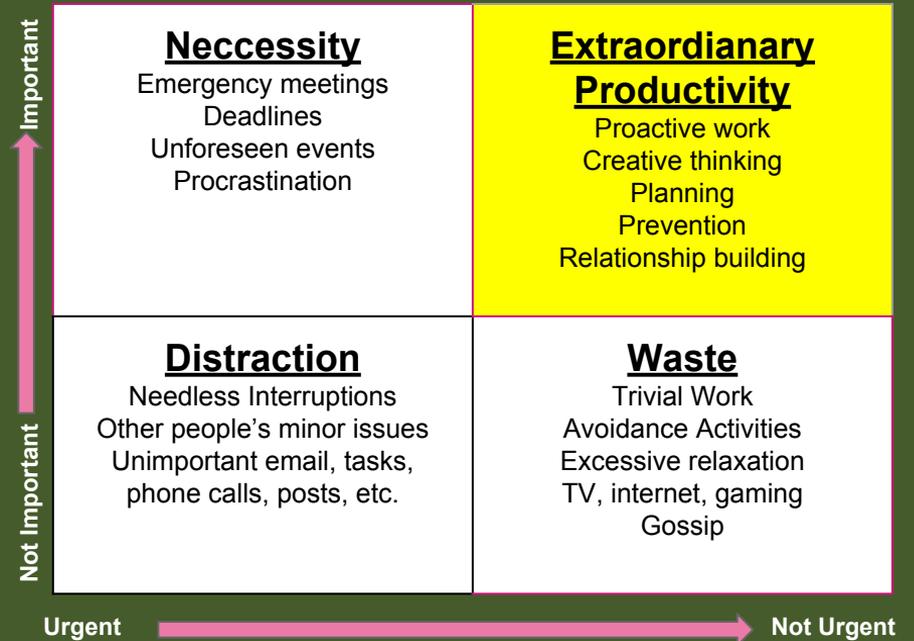
The Plan

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How to Take back your sanity

The plan to staying organized is simple: Lists and time management. After taking a time management course I really applied what I learned to my business, full-time job and family. There's a lot to do in one day and never enough time. But when you plan out your day using a simple method you will find you have a lot more time than you think. In fact, you might get mad at yourself for wasting time after you learn the principles. Don't be, just make the changes you need to and start being the supermom I know you are.

The Time Management Matrix



The plan is to stay in the yellow quadrant of activities

On the last page you saw the yellow highlighted field for daily activities. The key to stay productive is to keep yourself in activities that are in the highlighted quadrant every day. This could be difficult as emergencies arise. When that happens deal with them and get right back into the yellow quadrant. Don't allow people to take your time away from you with their problems either. This doesn't count your kids though. If there is an emergency there it has to be dealt with. Stay away from the 3 F's of time wasting: Friend, Family (not emergency or necessary), and Facebook!

Plan your day with the schedule

With the schedule I provided you map out your typical day in one hour blocks. Don't cheat on this! Be honest with where your time truly goes for the day. Add in everything too. Even showers, texts, phone calls and social media. After you are finished look back using the Time Management Matrix and see what activities fall into the three white quadrants. Activities in the necessity quadrant have to be completed or else. Activities in the Distraction or Wasteful quadrants can be eliminated. Now go back and eliminate those things from your schedule.

What can you eliminate?

Being honest with your time will help you maximize it. If you are lying or making your wasteful and distraction times smaller to make yourself feel better you are only cheating yourself. Delete everything I've sent you and unsubscribe because you are wasting your time. If you truly want to feel less stressed and more productive just be honest and make the changes in your schedule that you know will help you free up time.

How much time did you find?

So did you find yourself living in distraction and wasteful activities? Were you able to add more activities that were from the extraordinary productivity quadrant? You may see some blocks of time that become available for you to use. This is where things get fun. It's time to add in a 30 minute workout and 1 hour of meal planning to your schedule.

Get it in and fit it in

Find 30 minutes a day for at least 5 days out of your week to fit in a workout. It doesn't have to be the same time every day, but it does help with creating a habit if it is. Then look for an hour twice a week. Use that to plan and cook your meals. Using the meal planner I provided you go ahead and schedule what you will eat the entire week in now. If you need some healthy recipes sign up for the V Quick Fitness Weekly Recipes series by [clicking here now](#).

Refuel your fire

Now that you managed to fit in some much needed exercise and healthy nutrition it's time to keep yourself on task. Every Sunday night schedule in one hour of time to refuel your fire. Using the meal planner and weekly schedule plan out the week ahead. The key to refueling your fire is to plan ahead and of course stick to the plan as closely as possible. Understand that necessities happen, but with a schedule you can be more flexible with your time. Super woman you will be!