

10 STEPS TO STAYING PRODUCTIVE WHILE WORKING AT HOME WITH KIDS

1. Get Dressed Every Day

- a. Simple enough right? I'm all about spending the day in my pjs, but I don't know about you, but when I do that, I don't feel productive at all. In order to maintain routine and structure to your day, follow those daily habits you've set for yourself which for me always includes get dressed every day!

2. Set up a work area

- a. An area for you, that you can work at when needed. It doesn't have to be big, just enough space for you to get done what you need to get done.

3. Use Time-blocking with flexibility

- a. Break apart your day into smaller chunks of time and identify 1-3 tasks per chunk of time. Allow flexibility to understand that some things may take longer or may not be as important as others as you move throughout your day.

4. Incorporate a morning routine

- a. Start your day by serving yourself and I bet you will find you have way more energy to provide to other people! Trust me on this one! My morning routine is the most sacred part of my day and is what provides me the energy and excitement to launch into the day ahead!

5. 45 minutes on 15 minutes off

- a. Give yourself breaks! And use the breaks when they come. Get up, dance, move around, play with your kids, listen to a podcast. Do something outside of the work area you have been in and allow your mind to leave work for a few minutes. Then when you return you are ready to continue tackling what you were previously working on!

6. Identify Three for Me for the Day

- a. At the beginning of the day, identify the three tasks that when they are completed will give you the "biggest bang for your buck" and then focus on those! Those become the priority and anything outside of those that are completed, are bonus tasks to celebrate!

7. Rotate independent activities for your kid(s)

- a. Just like adults, kids may become bored with the same activities! Rotate independent options for your kids at home and increase overall engagement in independent activities they can work on while you are also working!

8. Set up a station for your kid(s) to work with you

a. Kids are always watching what we do! Use this to your advantage! Set up a work space just for your kids. Make it look like yours. If you're excited about it, chances are your kids will be excited about it too!

9. Use "Batch" work to your advantage!

a. Do like things together! Instead of doing a little of this and a little of that, focus on completing one whole task before moving on!

10. Give Yourself Space & Grace

a. We aren't meant to do it all, especially all in one day! When it comes to being productivity, Space and Grace are non-negotiables for me! It's okay to walk away. It's okay to take a break. It's more than okay to listen to your heart and your mind and see what feels right. Do what YOU need to do for YOU! You can't go wrong if you're listening to within!

BONUS: If you are still feeling stuck in "doing all the things" ask yourself these four questions to help identify where maybe a good starting place may be:

Look at the items on your list and ask yourself:

- Does this task actually even need to be done?
- Does it need to be done by me?
- Does it need to be done now?
- Does it need to be done by me, right now?

Remember, time is our most valuable currency! Learn to find the value in your time and you can't get it wrong! Trust within and trust the process! You've got this! And always remember, we are stronger together so if you are still feeling stuck or unsure of what to do, reach out and ask for help! I'm here for you!