

Time Saving Tips for BUSY MOMS

A woman with long dark hair, wearing a denim shirt, is lying on a light-colored couch and laughing heartily. Two children are playfully pulling at her shirt. One child, a boy with brown hair wearing a blue and white plaid shirt and blue jeans, is on the left. Another child, wearing a green plaid shirt, is on the right. The scene is bright and cheerful, suggesting a fun family moment.

BETH CALDWELL

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WELCOME



When the photo above was taken, it looked like I had it all together. At that time, I did enjoy a successful business and a happy family life, but I was overworked, overcommitted, overscheduled and overwhelmed.

There were a lot of to-go meals eaten in the car and too many late payment fees. There were piles of paper and piles of laundry. The problem was not a lack of money and it was not a lack of time, after all we all have the same amount of time allotted to us each day.

The problem was my choice to overcommit myself and take on too many responsibilities. In order to "have it all", I was "doing it all" which included working every weekend and frequently working through the night.

After a few years of chaotic and reactive living, I found myself seriously ill. In four months, my overbooked calendar with no space in it was completely blank. With two young sons depending on me, I needed to find a way to run my business and support us without making myself sick in the process. After some trial and error, I was able to do it! I'm including the strategies in this ebook for you. Enjoy!

Beth

IMPORTANT STUFF

Hi there! I'm glad you found this book.

To keep everything legal and appropriate, here is the important information required for both me, the writer and YOU, the reader:

Time Saving Tips for Busy Moms is an advice and information book for any busy woman who finds herself short on sleep or time. She's probably overworked, overcommitted, and likely under-appreciated. It's my intention that the tips and advice given can be used to make her life a little easier and her work more rewarding.

The advice, tips, strategies and opinions shared within this book are based on my own personal experiences, knowledge, challenges, and triumphs. These strategies have worked for me. I can't promise they will work for you. The advice given in the pages that follow and in the videos, trainings and workshops that I provide are all offered solely from my own personal experiences and not intended to be used as a substitute or replacement for professional advice. Before making changes and important choices, whether personal, career or health related, you may want to seek the advice of a qualified mental health or medical practitioner.

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MORE IMPORTANT STUFF

Time Saving Tips for Busy Moms is jammed with tips and strategies for all busy women.

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The most important
part of your home is
the love that lives
inside.

-Beth Caldwell

TIME SAVINGS TIPS FOR THE HOME



Keep your home a sanctuary. Home is where you eat, sleep, relax, nurture one another, and refresh yourself. I don't want you to feel stressed, worried or overwhelmed when you walk through the door.

If you have infants or young children, it's natural to have a bit of chaos. They have a lot of stuff!

I always tell moms that between the ages of 0-3 to adjust their expectations. Family and sleep are the most important priorities during this very brief time of life.

There will be times when things get hectic and routines are ignored. This happens to everyone! Those situations are temporary. When systems are in place and working most of the time, it's easier to recover and get your house and your life back on track.

Let's get started!

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TIME SAVING TIPS: CLEANING

It's difficult to give someone advice on how to clean their home. People have different expectations, tolerations, schedules, habits, and situations that are constantly changing. New babies, pets, careers, school changes, illness, and outside obligations can throw the most organized woman off her game.

I've learned to be flexible with expectations and routines. They will change over the years as your family does.

When it comes to cleaning, find a routine that works best for you right now. Half a day on the weekends, one room each day, different days for different floors, hired help, whatever works for you. As your family changes, adapt routines.

Expect your family members to pitch in so all of the burden does not fall on one person. Remind them (and yourself) that everyone gets to enjoy a neat and organized home.



TIME SAVING TIPS: CLEANING

People often dread cleaning and some even consider it a punishment. Here's an idea: Instead of thinking, "I hate cleaning," you could say, "I love it when my home is neat and clean."

Instead of saying, "I hate Saturdays! I hate to clean the house!", say this: "In a few hours this house is going to look better, smell better and feel better. I can't wait."

Instead of telling children, "It's time to clean your closets", try saying, "Today we get to organize your clothes."

While you're cleaning, ask yourself how this task can be easier the next time. Constantly look for ways to improve your results and minimize your efforts. Here are a few improvements I've made:

- Keep cleaning products on every floor and in every bathroom so you don't have to carry them from room to room.
- Have a vacuum on each floor. No more dragging it up and down the stairs.
- I keep lightbulbs in each room either on a shelf or in a drawer. Every room in my house seems to have different types of bulbs and I wasted so much time back and forth to get the right ones. Now the bulbs needed are in the room where they belong.

TIME SAVING TIPS: HOME EXTERIOR

When you are pulling into your driveway or walking to your door, I want you to feel happy.

To achieve this, make the exterior of your home a part of the weekly cleaning routine, no different than the kitchen or living room. Cleaning outside doors and fixtures every week or month is fast and easy. Waiting until they are filthy means 20 minutes of scrubbing. TIME. SAVED.

When I'm cleaning outside the house, I'll check all of these things and clean when necessary:

- Sweep porch and welcome mats
- Clean doors
- Wipe out light fixtures
- Vacuum doorways
- Wash outside windows
- Pull weeds near the house

Don't wait until things look shabby and tired to paint or power-wash. Put it in your schedule to paint every three years or power wash in the spring or fall.



TIME SAVING TIPS: PORCH AND PATIO

A great way to beautify your home is with flowers and plants. A few well-placed planters and colorful flowers make your home feel warm and friendly.

If you are new to gardening, it's important to choose plants and flowers that will thrive in the environment. You'll need to do a little research before buying and pay attention to how much sun shines in the area before you make purchases.

For helpful tips on gardening and any questions you might have on plants or flowers, check out Laura and Aaron at GardenAnswer.com. Her tutorial videos are the best I've seen.

Always have a beautiful wreath or basket on your door and a nice welcome mat. If there are old or unwanted decorations or clutter around the outside of your home, get rid of it. I want you to feel happy every time you come home.



TIME SAVING TIPS: LAUNDRY

Assign each person a clothes basket or hamper of their own for dirty clothes. Instead of waiting until there are no clean clothes, assign each person a laundry day. Even the youngest children can accompany you to the laundry room and help with sorting and folding. As they become older, you've empowered them to take charge of what they wear and decide themselves if their favorite clothes make it to the laundry room to be washed.

Keep clothes hangers in the laundry room near the dryer. This way you can immediately hang your dress clothes and avoid the need to iron. Today, when I put on my good clothes I put the hanger right into the clothes basket.



Have a donation bin, box or bag in the laundry room near the dryer for all clothing donations. As your family grows out of clothing, you can put the garments into a donation box as soon as they are folded.



TIME SAVING TIPS: CRAFTS

Store all crafty things in clear bins or boxes with labels. For those of you who paint, sketch, knit, scrapbook, stamp or enjoy other crafts, these tiny items can become scattered throughout the house.

Instead of searching all over for what you want, you'll easily find these items when they are sorted, stacked, and easy-to-see.

This saves time, keeps things from being lost or broken, and teaches children how to keep things organized.



TIME SAVING TIPS: ACTIVITIES

Use tote bags to keep club items and other activities organized and ready to go. I once purchased a tote bag from the library as a part of their annual fundraiser. When any of us were finished with a library book, it went right into that bag to be returned. No more waiting for a brother or sister to search for their library books, and no more lost book fees.

You can keep all sorts of activities and projects organized in tote bags. I've used them to store and transport dry cleaning, scout materials, sports equipment, music lessons, crafts, clubs and organizations like PTA or fundraisers. This keeps the entry way clean, keeps the car from being filled with stuff and best of all, you're not searching for items and rushing out the door.



TIME SAVING TIPS: RECIPES

Keep your favorite recipes in a binder. I used to keep all of my recipes digitally organized in folders on my computer. Now, I print out recipes so I can be in the kitchen without my computer. I use a large three ring binder and keep the recipes inside of page protectors. When I need a recipe I can pull it out of the binder and have it right on the counter with me. The page protectors are easy to clean and keep the pages safe from spills.

Keep it Organized:

You can organize the recipes by breakfast, lunch dinner, snacks, or by chicken, beef, vegetarian, smoothies, party food, etc. There is no right or wrong way to organize anything, put things where you know you'll find them.

Make it Fun:

Assign each family member a color and print their favorite recipes on colored paper. Now you can take turns having favorite food nights or cooking favorite dishes for each other.



TIME SAVING TIPS: GROCERIES

Print up blank grocery lists and keep them in the kitchen near your recipes. YES, you can keep a grocery list electronically, but then your family is not participating. Some families will create a pre-printed list of their typical grocery items and circle what they need to buy. Others will create a blank list and write in what is needed as they run out. Use whichever you prefer. I recommend that you organize this list in the same way that your favorite grocery store is laid out. Mine begins with produce, goes to gourmet foods, then coffee/tea, then packaged foods, meat, and dairy. If your shopping list is in the same order as the aisles in the store, you can go faster and will be less likely to skip items.

For some adorable printable lists, visit Abby Lawson's blog at justagirlandherblog.com.



TIME SAVING TIPS: CLUTTER

Declutter every day. Busy people and busy families have a lot of stuff. Don't be hard on yourself when you see piles of clutter, this is normal for a busy family. Paper and other clutter will tend to gather on countertops and tables. Spend a few minutes each day putting items where they belong so that the clutter doesn't become overwhelming. When putting items away, instead of saying, "Where should I put this?" ask yourself, "Where will I find this?" This is a tip that I learned from Patty Kreamer's book, **The Power of Simplicity**, and I use that advice every day.

Create a special place for financial information and bills. If you receive paper bills or financial statements, have a designated place to keep these documents so you can easily find them when you need them. I believe that you should store your financial documents and bills in beautiful folders, envelopes or boxes. To me, it seems like bad energy to put your important papers in a sloppy pile or in a plastic bin from the dollar store. I want you to feel happy when you're When you look at your financial papers and working with money.

TIME SAVING TIPS: MAIL & PAPERS

Open paper mail over the trash bin. If you still receive paper mail, I recommend you open it near your paper recycle bin, trash bin or shredder. Where I live we recycle paper, so I keep a paper shopping bag next to my shredder and that is where all recycled papers go. Throw away or recycle any mail that you don't want, and have designated places for any other mail.

- Bills and Financial Records
- School and Sports (separate by child)
- Health and Wellness
- Important Events
- To Do
- To Read



TIME SAVING TIPS: MAINTENANCE

Keep household appliances running smoothly by scheduling maintenance into your family calendar. For those who enjoy paper calendars, keep a list of all appliances or warranty info on one of the journal pages. When you get a new appliance, be sure to add it to your master list. Every December or January transfer the information to the new calendar and write the dates in throughout the year.

For those who use electronic calendars, enter these important tasks into your system set to repeat annually, quarterly, monthly, etc. This is an easy way to remember to change your furnace filters, smoke detector batteries, and other preventative maintenance.

I use an electronic calendar with a designated color for household reminders. They pop up at 8 a.m. which doesn't interfere with any work appointments. That morning, I either complete the task, or schedule a time to handle it.



TIME SAVING TIPS: MAINTENANCE

I keep the items below on my electronic calendar with repeating reminders. This saves time and money and helps appliances work efficiently and last longer.

- Change furnace filter
- Replace smoke detector batteries
- Cover air conditioning unit for the winter
- Uncover air conditioning unit for the summer
- Clean gutters
- Check exterior dryer vent
- Clean refrigerator coils
- Power wash deck, patio and awnings
- Treat drains with root killer
- Oil changes for each car



TIME SAVING TIPS: MONEY

Keep your finances organized. Whenever life gets busy, financial planning and money matters are often overlooked. This is when service fees happen and recurring bills are forgotten.

Do your best to look over household finances once a month. To remember, schedule it in your calendar with a monthly reminder. If things get hectic and a month is skipped, it won't be a crisis. You'll get a new reminder next month. Some families do this the first weekend of the month, others on the day their mortgage is due. Pick what works best for your current situation.

Each month, pay special attention to auto-recurring expenses. Decide if they are used, enjoyed and necessary. When reviewing credit card statements notice that section about interest rates and pay off times. Watching that balance go down every month is very rewarding.



TIME SAVING TIPS: MONEY

In many families, one person handles the money and financial decisions. I encourage you to be open about money, review bills and make financial decisions together.

As your children get older, you want them to be aware that home, utilities, and food are not free and unlimited, and most vacations require savings and planning.

While we don't want to burden our children with financial worries, we do want them to grow up to be responsible savers, spenders and borrowers. Look for opportunities to have discussions about money.

The best place for them to learn is at home.



TIME SAVING TIPS

CAR AND GARAGE



My car used to be a MESS and it often smelled like sports socks. This was just one symptom of a chaotic life and excessively over-booked schedule. The condition of the inside of my car and trunk was often the topic of family jokes. I don't enjoy a messy car or house, in fact I like all of my surroundings to be neat and tidy. Like you, I can tolerate clutter and chaos, but it's not my preferred way of living.

At that time, I was an over-committed sports mom, business owner, neighbor, community leader and school volunteer. Choosing to be constantly on the run left me with no extra time and things like organizing or cleaning the car were always being put off. I remember one baseball game when people needed jackets, sunscreen, bug spray, bottled water and ibuprofen. I had it ALL in my car. 🙄

TIME SAVING TIPS: CAR & GARAGE

About this time I read a book called **FLY Lady** written by Marla Cilley. That book talked about having systems at home and the importance of routines. I remember thinking, "This makes so much sense. I have systems and routines that I use to keep my business streamlined and running smoothly, why not implement this at home?"

The information in this book helped me to gain control of my chaos and start creating systems in my life. One of the first systems I created was a way to keep the car neat and organized.

First, I dedicated a weekly time slot. My boys went to a church activity every Wednesday night and during that time, I'd often sit in the church lobby and work or dash to the store for groceries.

I decided to commit that one hour to maintaining the car. The first time it took me the entire hour to empty out the car, clean and vacuum it. But when I began doing this every week, it began to take just a few minutes. I'd have time to give attention to the dashboard or glove box. I became proud of my car again and instead of holding my nose each morning, I was content to get behind the wheel.

TIME SAVING TIPS: CAR & GARAGE

To keep the back seat from getting filled up with all the miscellaneous stuff, I put several bins into my clean trunk and used those bins to sort items like team snacks, jackets and sweatshirts, blankets, umbrellas, donations and sports equipment. This taught the boys important skills for life management, too. They learned to put their items in the trunk and enjoy a clean and clutter-free ride.

Today I keep my car clean by doing a quick clean-up every time I fill up with gas. I take those few minutes while the tank is filling to quickly empty out trash, check the trunk and sort or organize anything that may be in the back seat. I always have baby wipes in the car and use them to wipe down the dash and inside of the doors. I no longer take the time to pull out the sweeper at home for the car. It's much faster and more convenient to stop at the car wash to use the vacuum.



TIME SAVING TIPS: CAR & GARAGE

Keep up with car maintenance by using calendar reminders for car inspection, oil changes, filter replacement, tire pressure, battery and break checks. You don't have to wait until your car battery is dead to replace it and you don't have to wait until the breaks are so worn out that rotors also have to be replaced. Putting these reminders into your calendar takes a few minutes and is well worth it. Preventative car maintenance saves time, money and inconvenient breakdowns.

KEEPING THE GARAGE NEAT

I give all credit to my sweetheart for the garage maintenance. He has no tolerance for a messy garage. Every spring and fall he takes everything out of the garage, sweeps the floor and hoses it down. He takes all the garden tools that I have half-put away and organizes them neatly, goes through the tools and discards what is broken. Each tool is kept on a shelf or a hook. There are three large bins clearly labeled for potting soil, fertilizer and salt for melting ice. When these items are purchased, they are placed into the bins so there aren't bags everywhere and the contents stay dry.

A clean garage has never been a priority for me, but driving in and out of one sure is nice.

TIME SAVING TIPS IN THE COMMUNITY



At the grocery store, park on the side of the building. When my younger son Kevin was a toddler, he had a tendency to dash. This made crossing traffic to get inside the grocery store very stressful. Some of you are at the grocery store alone, some with young children and others with aging family members. In any of those situations, parking on the side of the building is safer and usually less crowded.

When parking at a mall or large parking lot, pause when you get out of the car. Look up at the store and line the car up with a landmark. For example, if you are parking at Target, notice that your car is parked in the same row as the letter **G**. Teach your children to do this with you. "Help mom remember where the car is parked. What letter is that?"

TIME SAVING TIPS: PARKING

The kids are learning their letters and life management skills at the same time. This is a good practice for older adults, too. It helps to avoid panic when exiting the store.

When entering a parking garage, go directly to the top or bottom floor. Driving through a crowded parking garage and searching for an open space is so stressful. Make it easy on yourself by driving directly to the top floor or to the bottom if the garage is underground. Most of the time the entire floor is open so you can park near the elevator for added safety. Once you've parked, put the parking ticket in your wallet next to your cash so you don't empty your purse searching for it later.

To remember the parking location, take a photo of the floor and aisle number with your cell phone or write the location on the parking ticket.



TIME SAVING TIPS WHEN TRAVELING



Traveling should be fun, not stressful. To keep myself prepared, I have some travel routines that I rely on. I have learned to make sure that my luggage is in good repair before I put it away after each trip. I also have a duplicate set of toiletries and cosmetics which are kept in my travel bag. Whenever I find a lipstick or blush color that I love, I order two. One goes into the makeup drawer at home and the other into the travel bag. I have duplicates of all hair and skin care products, so packing for travel is simple. I use good quality cosmetic and travel bags. My favorite brand is Baggalini. These bags travel well and don't tear or break open. Invest in good quality, sturdy luggage. It lasts much longer and is worth the investment.

TIME SAVING TIPS: TRAVEL

Be flexible when traveling and allow for delays.

When traveling to an out of town conference, I plan to arrive 24 hours prior to the scheduled presentation. This eliminates extra stress from unplanned delays.

Remember the tote bags I mentioned earlier? I have a special tote filled with reading materials just for travel. I subscribe to only two magazines but they often sit unread, so I put them into the tote and catch up on my reading while traveling. I download so many ebooks that I never get a chance to read, so when getting ready for a trip, these are printed out and placed into the same tote. The nice thing about these reading materials is that they can be left in the waiting lounges for others to enjoy.



TIME SAVING TIPS: PERSONAL



Getting dressed should never be stressful.

Keep your closets and drawers organized so that you feel good when looking at your clothes and selecting what to wear.

If there are clothing items that don't flatter you or that you don't look and feel good in, donate them. There is a woman out there who will be blessed by your gift.

Sort your clothes in a way that makes sense to you. I have my closet organized from left to right tanks, short sleeves, long sleeves, jackets, sweaters, pants, skirts, dresses. Purses are hung on hooks at the back of the closet and shoes are stacked on floor shelves. My shoes are organized left to right, sandals, casual shoes, dress shoes, boots. I have a large zippered storage bag that I use for seasonal item storage.

TIME SAVING TIPS: CLOTHING

If your clothing drawers are jammed full, then you probably have too many clothes. Sort one drawer at a time and discard anything old, stained, torn or ugly. Never donate items that are not wearable. Make a separate pile for clothes to donate and then neatly fold and return the remaining items to your drawer.

It doesn't make sense to spend precious minutes in the morning searching for an earring. Keep jewelry organized and repaired. May years ago, I spent one Saturday afternoon organizing my jewelry and it was time well spent. I

purchased a wall-mount jewelry organizer for my necklaces which hangs next to my dresser mirror. I also use a ring organizer, a bracelet rack and a glass tray with lots of little boxes for my earrings and charms. These items will tarnish in velvet boxes, so glass or plastic is better. Having purged much of the clothing in my dresser, I now had an empty drawer and moved the jewelry into the drawer instead of on top of the dresser. The dresser top is no longer cluttered with miscellaneous earrings and bracelets.



TIME SAVING TIPS: JEWELRY

When removing jewelry, spend a few seconds putting the pieces on a hook or in the jewelry drawer. This makes getting ready in the morning or packing for a trip effortless.

If your jewelry is broken or your watch needs a new battery, do not put it away. If it can be repaired, place it in a bag and put the bag in your purse to take to the jeweler. If not, discard. If it's precious, you can have it made into something new.

Do you you have too much jewelry?

Donate the pieces you don't love to an organization that helps women in transition, or give it to a girl who enjoys playing dress up

Remember dress up?



TIME SAVING TIPS: MAKEUP

Every few months, clear out and organize your makeup. Most women I know tend to collect drawers full of cosmetics, but use the same few products each day. It's hard to throw away cosmetics that you've paid for. My rule is that if it doesn't work, don't keep it. To avoid this, I tend to be very loyal to products that work for me. I don't like spending a lot of money on mascara and then trashing it because it leaves black dots under my eyes.

I use Arbonne skin care (cleanser, mask, exfoliant, moisturizer, eye cream) because the botanical ingredients don't irritate my skin. My consultant, Francene takes great care of me. Shop here: arbonne.com/pws/francenemelocchi.

I use cosmetics (eyes, cheek, lips) from Mary Kay. Shop here: marykay.com/kimmccclure. My consultant Kim keeps in touch and reminds me of special sales and new products. Both companies deliver to my door, let me return products that don't work, and I get to support a woman-owned business.



TIME SAVING TIPS: PURSE

Keep your purse clean and organized. This is another great strategy that I learned from FlyLady.net. Clean out your purse every Friday. Sort your receipts and either discard them or file for bookkeeping. Organize your credit and debit cards, straighten out your cash, put your change into the zipper pouch and throw away all the tissues and scraps of paper. Shake out the purse over the trash can to get rid of any crumbs that have found their way there. Put your lipstick, powder, business cards, glasses, etc. back into the right compartments, and zip it up. This should take you less than 5 minutes each week. When your purse is a mess, you feel scattered. Keep it organized and you'll feel more calm and confident.

Have lots of purses? Keep purse-switching stress free. In each purse I keep a ready supply of business cards, tissues, lip balm and anti-bacterial wipes. Whenever I switch purses I only need to grab my wallet, my cell phone and my essential oil bag. When I'm done using a purse, I clean it out and replenish before hanging it back on it's hook.



TIME SAVING TIPS: BOOKS AND TOYS

I'm an avid reader. Books are my favorite things to collect, and I prefer actual books instead of digital. It's my one thing. Every woman spends her cash on something that makes her happy. For some it's jewelry or handbags, others enjoy home decór, wine, art or concerts. I spend my dollars at the bookstore.

When the boys were young, they also had lots and lots of books. That is one reason we visited the library so often. As they got older, I had to make a rule that for any new books into the house, the same number of books had to be released.

If you have lots of books, toys, video games, or an excess of anything that can be collected by family members, there are a few smart ways to repurpose them. If you don't mind packing and shipping, there are a number of places to list items for sale. For example, a teen who wants a new video game could sell older ones to raise that money, or a college student could list unwanted video games and electronic devices for extra cash to take to school.

TIME SAVING TIPS: BOOKS AND TOYS

We once visited a small community in the Virgin Islands. The island had about 50 families and about 10 school aged children. Our children interacted and they discovered a mutual love of books. The new friends ran to their home to bring back their favorite books and show us. Their treasures were 6 classic books that were shared by all, read and re-read countless times. My boys were used to having shelves of books available to them both at home and at the library. Before this, they were hesitant to get rid of old books. Now they seemed happy to get home and select 10 books to ship to their new friends. Instead of saying, "I don't want to get rid of this," I heard, "Here's one they would like!"

I was glad to have instilled not only a love for reading into my children but also an awareness of the needs of others.



TIME SAVING TIPS: BOOKS AND TOYS

Over the years we've donated gently-used books, toys, video games and consoles to families in need, schools, shelters, nursing homes, programs for refugees and reading programs for the incarcerated.

Other ways to donate excess belongings:

Freecycle.org is a grassroots and entirely nonprofit movement of people who give and get stuff for free in their own towns and neighborhoods.

NextDoor.com is a social media platform for neighborhoods. It's free and you have to be invited by a neighbor that is an existing member. Besides neighborhood news, you can post gently used items on their "for sale and free" board.

Many communities have been created on **Facebook** for the same reason. Check the group section to find or start one in your neighborhood.



TIME SAVING TIPS: HIRING HELP

Ask for or hire help. It took me a long time to learn these important life lessons:

1. It's not my responsibility to make or keep other people happy.
2. Even if I can do it faster or better, it's important to let other people do their own work.
3. It's perfectly fine to ask for help at work, at home and in the community.

Learning to delegate was really difficult for me. My obsessive need for perfection prevented me from allowing other people to do work that could and should be done by others. I robbed them of the ability to learn and myself of precious time.

As women, we're the role models and influencers for everyone around us. When we accept help or hire team members, we give other women permission to do the same. I get it. Women with high expectations have a tough time asking for help, delegating and/or hiring a team. Getting started is the hardest step.

Just like everything else that you've been avoiding, after that first step, it gets so easy and you wonder why you waited so long!



TIME SAVING TIPS: PERSONAL

Stretch and move every day. For many years I sat at my desk writing and talking on the phone, taking very few breaks. At the end of the day I'd feel stiff and sore. Our bodies were not designed to sit in chairs all day long. Stretching is a good way to keep yourself flexible and avoid stiffness. If you don't exercise much, you'll want to start slow, and work on your balance. How does this save time? It helps prevent you from losing time by getting sick. Moving every day is one way to stay healthy and strong.

Balance is very important as we age. It's good for posture, helps you stay coordinated and can prevent you from falling. To improve your balance, practice standing on one leg every day. Try to do this for twenty seconds on each leg without holding on to the wall. This is a fun exercise to do with the entire family.

If you're having trouble sleeping at night, chances are you may not be moving enough. If you don't want to take a thirty minute walk every day, try and take 3 ten minute walks instead. .

Three short
10-minute walks a day
equals a 30 minute walk!

TIME SAVING TIPS: PERSONAL

Calendarize everything you want to do. Several years ago I attended a workshop taught by author Elissa Ashwood. Her book is **Calendar Happiness**.

Elissa told a story about scheduling time to eat off of her Grandma's china. That story really left an impression on me. As I was listening to her speak I remembered the dusty bags and boxes in my dining room holding donations for different charities. There was a stack of books for a charter school in one box, used ink cartridges for another school in a shopping bag, and used video games in yet another bag for a children's shelter.

My intention was to deliver these donations personally, but never seemed to have the time. While she was teaching, I opened my calendar and selected dates to visit each organization. Simple. As. That.



TIME SAVING TIPS: PERSONAL

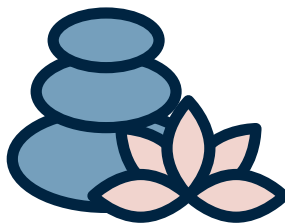
Quiet your mind frequently. Quieting your brain is good for the entire family and will save you time with:

- improved sleep
- less worrying
- more focus
- better health

I recently read that meditation and deep breathing can have a positive effect on high blood pressure, anxiety, headaches and other common issues that are caused by stress. You don't have to commit to meditating for 30 minutes a day. This is not a competitive sport! A few moments of quiet will ease stress immediately.

Here are some good resources to get you started:

- [Calm.com](https://www.calm.com)
- [Mindful.org](https://www.mindful.org)
- [MeditationOasis.com](https://www.meditationoasis.com)
- [DancingMindfulness.com](https://www.dancingmindfulness.com)



TIME SAVING TIPS: PERSONAL

My most important tip to you is this:

**Yes you CAN do it all.
You just can't do it all at the same time.**

Please remember that every day. Don't beat yourself up or compare yourself to others.

Stop "shoulding" yourself by always thinking about what you should be doing.

Focus on your accomplishments every day instead of the things on your list that didn't get done.

You are exactly who and where you are meant to be right now. Embrace that.

Focus on your gifts. Listen to your soul.

Take life one day at a time and remember that most of us are doing the best we can.

Forgive yourself.

Other women are watching. When you stop being frantic, you'll give them permission to do the same..

A handwritten signature in blue ink that reads "Beth". The script is fluid and cursive, with a large, looping 'B' and a trailing 'h'.

SAMPLE WEEKLY

CLEANING SCHEDULE

MONDAY

BEDROOMS

TUESDAY

BATHROOMS

WEDNESDAY

KITCHEN AND
GROCERY LIST

THURSDAY

LIVING &
DINING ROOMS

FRIDAY

SHOPPING

SATURDAY

OUTSIDE

SUNDAY

MEAL PREP

MEET THE AUTHOR

Beth Caldwell is the creator of the **SHIFT** Coaching Program for Women Entrepreneurs and the founder of **Leadership Academy for Women**.

She writes books, articles and blogs on the topics of leadership, inspiration and time management. Beth travels throughout the US and Canada speaking to high-achieving women who want to have it all.

Time Saving Tips for Busy Moms is her eleventh book.



To hire Beth to speak for your conference or organization, call (412) 202-6983 or email beth@coachbethcaldwell.com.

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- **Women, LEAD!** Influential and Effective Strategies for Women Who Lead at Work, at Home, or in the Community
- **From Frantic to Focused:** How to Shift Your Life from Out-of-Control to Streamlined and Successful
- **Smart Leadership:** 12 Simple Strategies to Help You Shift From Ineffective Boss to Brilliant Leader
- **SHIFT:** How to Stand Out, Be Seen and Grow Your Business With Integrity
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- **Inspire:** Women's Stories of Accomplishment, Encouragement and Influence
- **Empower:** Women's Stories of Breakthrough, Discovery and Triumph
- **Inspired Entrepreneurs:** A Collection of Female Triumphs in Business and Life
- **I Wish I'd Known That!** Secrets to Success in Business from Women Who've Been There

Most books are available in bookstores across the US and Canada. Support your favorite local bookstore or shop online wherever you buy books.

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