

*Time Management
Plan for Women
Future Focus Session*



By Inner Healing Therapy

Effective time management is crucial for maintaining a healthy work-life balance, reducing stress, and enhancing overall well-being.

Here's a comprehensive time management plan tailored to the unique needs of women.

	URGENT	NOT URGENT
IMPORTANT	1. DO IT <ul style="list-style-type: none">• Client Safety• Health Emergencies• Financial Obligations	2. SCHEDULE IT <ul style="list-style-type: none">• Mental Health Care• Self-Care Routine• Financial Planning• Skill Development
NOT IMPORTANT	3. DELEGATE IT <ul style="list-style-type: none">• Non-Critical Client Requests• Errands	4. DELETE IT <ul style="list-style-type: none">• Social media scrolling• Unnecessary Gossip• Mindless TV Watching

Eisenhower Matrix Model for Women

The Eisenhower Matrix, also known as the Urgent-Important Matrix, is a simple yet effective tool to help you prioritise tasks and manage your time efficiently. Here's how you can use it, tailored specifically for women.



The Matrix Breakdown

The Eisenhower Matrix divides tasks into four quadrants based on their urgency and importance:

- **Quadrant 1: Urgent and Important (Do First)**
- **Quadrant 2: Not Urgent but Important (Schedule)**
- **Quadrant 3: Urgent but Not Important (Delegate)**
- **Quadrant 4: Not Urgent and Not Important (Eliminate)**

Example Model

Quadrant 1: Urgent and Important (Do First)

- **Client Safety:** Address any immediate safety concerns or issues with a client.
- **Health Emergencies:** Seek medical attention if you're feeling unwell or have any health-related emergencies.
- **Financial Obligations:** Pay rent or other essential bills that are due.

Quadrant 2: Not Urgent but Important (Schedule)

- **Mental Health Care:** Schedule regular therapy sessions with a counsellor like Greta Engizer to maintain emotional well-being.
- **Self-Care Routine:** Plan and commit to a self-care routine including exercise, meditation, and adequate rest.
- **Financial Planning:** Work on budgeting, saving, and financial planning for long-term stability.
- **Skill Development:** Enrol in courses or workshops to enhance your skills and career prospects.

Quadrant 3: Urgent but Not Important (Delegate)

- **Non-Critical Client Requests:** If possible, delegate tasks like rescheduling appointments or responding to non-urgent messages to an assistant or use automated systems.
- **Errands:** Consider delegating grocery shopping or household chores to a service or someone you trust.



Quadrant 4: Not Urgent and Not Important (Eliminate)

- **Social Media Scrolling:** Limit time spent on social media that doesn't contribute to your goals.
- **Unnecessary Gossip:** Avoid engaging in gossip or unproductive conversations that drain your energy.
- **Mindless TV Watching:** Reduce time spent on watching TV shows or videos that don't add value to your life.

How to Use the Matrix:

1. **List Tasks:** Write down all the tasks and activities you need to manage.
2. **Categorise:** Place each task in the appropriate quadrant based on its urgency and importance.
3. **Act:** Focus on Quadrant 1 tasks immediately, schedule Quadrant 2 tasks, delegate Quadrant 3 tasks, and eliminate Quadrant 4 tasks.

Benefits:

- **Clarity:** Helps you clearly see what needs immediate attention and what can be planned for later.
- **Efficiency:** Ensures that your most important tasks are prioritised, reducing stress and increasing productivity.
- **Balance:** By focusing on important but not urgent tasks, you can maintain a healthy work-life balance.



This model is designed to empower you to take control of your time and priorities, ensuring that your personal and professional life is balanced and fulfilling.

1. Assess Your Current Schedule

- **Track Your Time:** Spend a week tracking how you spend your time. Note down work hours, personal activities, downtime, and any other commitments.
- **Identify Patterns:** Look for patterns and identify where you spend most of your time. Recognise periods of high productivity and times when you feel drained.

2. Set Clear Goals

- **Short-Term Goals:** Define what you want to achieve daily and weekly. These can include work targets, personal milestones, and self-care activities.
- **Long-Term Goals:** Set monthly and yearly goals for your career, finances, personal growth, and health.

3. Prioritise Tasks

- **Categorise Tasks:** Divide tasks into categories such as urgent, important, and less important.



Use the Eisenhower Matrix: This tool helps prioritise tasks by urgency and importance, ensuring you focus on what matters most

Each of your tasks as either urgent or not urgent and important or not important. You'll end up with 4 buckets of tasks.

1. **Urgent & Important tasks** – These tasks have Identify deadlines and consequences for not meeting them. Do these tasks today or this week!
2. **Not Urgent & Important tasks** – These are the easiest tasks to postpone, but essential for reaching your long-term goals. Schedule these for specific days and times to make sure they happen.
3. **Urgent & Unimportant tasks** – These need to happen but don't require your specific skillset. Delegate or automate these as much as possible.
4. **Not Urgent & Unimportant tasks** – These are distractions that don't bring you closer to your goals. Delete, cancel, or (politely) decline these

4. Create a Daily Schedule

- **Morning Routine:** Start your day with a consistent morning routine that includes activities like exercise, meditation, and a healthy breakfast to set a positive tone.
- **Work Blocks:** Allocate specific time blocks for work, including breaks to rest and recharge. Aim for focused work periods followed by short breaks,
- **Personal Time:** Schedule time for personal activities such as hobbies, socialising, and relaxation.
- **Evening Routine:** Wind down with an evening routine that prepares you for restful sleep. This might include activities like reading, journaling, or a warm bath.

5. Implement Self-Care Practices

- **Daily Self-Care:** Incorporate self-care activities into your daily routine, such as mindfulness exercises, journaling, or a relaxing hobby.



- **Weekly Self-Care:** Plan weekly self-care sessions like spa treatments, physical activities, or creative projects that help you unwind and recharge.

6. Use Time Management Tools

- **Digital Calendars:** Use digital calendars like Google Calendar to plan and organise your schedule. Set reminders for important tasks and appointments.
- **Task Management Apps**
- **Time-Tracking Apps**
- **Notes and Reminders on iPhone or Android**
- **Pen and Paper stick-it notes**

7. Set Boundaries

- **Work Boundaries:** Define clear boundaries with clients regarding your availability and communication. Avoid taking calls or responding to messages outside of work hours.
- **Personal Boundaries:** Protect your personal time by saying no to activities or requests that interfere with your self-care or relaxation time.

8. Review and Adjust

- **Weekly Review:** At the end of each week, review your accomplishments and areas where you struggled. Adjust your schedule and goals accordingly.
- **Flexibility:** Be flexible and open to changes. Life is unpredictable, and it's essential to adapt your plan as needed to maintain balance and well-being.



Sample Daily Schedule

Morning

- 7:00 AM - Wake up and stretch
- 7:15 AM - Meditation and journaling
- 7:45 AM - Healthy breakfast
- 8:15 AM - Exercise (yoga, gym, or a walk)
- 9:00 AM - Start work (focus block)

Midday

- 12:00 PM - Lunch break
- 12:30 PM - Relaxation (read, listen to music)
- 1:00 PM - Resume work (focus block)

Afternoon

- 3:00 PM - Short break (walk, snack)
- 3:15 PM - Continue work (focus block)
- 5:00 PM - Finish work

Evening

- 5:30 PM - Personal time (hobbies, socialising)
- 7:00 PM - Dinner
- 8:00 PM - Relaxation (movie, bath)
- 9:30 PM - Evening routine (reading, journaling)
- 10:30 PM - Prepare for bed

By following this time management plan, you can create a balanced and fulfilling routine that supports your professional and personal well-being. Remember, the key is consistency and flexibility to adapt to your needs.



Time Management Plan for Women

Working night shifts presents unique challenges that require a carefully structured time management plan to maintain a healthy balance between work, personal life, and self-care. Here's a tailored plan to help you manage your time effectively.

1. Assess Your Current Schedule

- **Track Your Time:** Spend a week noting down how you spend your time, especially focusing on your night shifts, sleep patterns, and personal activities.
- **Identify Patterns:** Look for patterns in your energy levels and productivity throughout the day and night.

2. Set Clear Goals

- **Short-Term Goals:** Define daily and weekly goals related to work, personal life, and self-care.
- **Long-Term Goals:** Set monthly and yearly goals for your career, financial stability, personal growth, and health.

3. Prioritise Tasks

- **Categorise Tasks:** Separate tasks into categories such as urgent, important, and less important.
- **Use the Eisenhower Matrix:** Prioritise tasks based on their urgency and importance to stay focused on what matters most.

4. Create a Daily Schedule

- **Pre-Shift Routine:** Establish a consistent routine before your shift to prepare your mind and body for work.
- **Work Blocks:** Allocate specific time blocks for work, including breaks to rest and recharge. Aim for focused work periods followed by short breaks (e.g., the Pomodoro Technique).



- **Post-Shift Routine:** Develop a wind-down routine after your shift to help transition to sleep.
- **Daytime Activities:** Schedule personal activities and self-care during the day when you're off work.

5. Implement Self-Care Practices

- **Daily Self-Care:** Integrate self-care activities into your daily routine, such as mindfulness exercises, journaling, or a relaxing hobby.
- **Weekly Self-Care:** Plan weekly self-care sessions like spa treatments, physical activities, or creative projects that help you unwind and recharge.

6. Use Time Management Tools

- **Digital Calendars:** Use digital calendars like Google Calendar to plan and organise your schedule. Set reminders for important tasks and appointments.
- **Task Management Apps**
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7. Set Boundaries

- **Work Boundaries:** Define clear boundaries with clients regarding your availability and communication. Avoid taking calls or responding to messages outside of work hours.
- **Personal Boundaries:** Protect your personal time by saying no to activities or requests that interfere with your self-care or relaxation time.



8. Review and Adjust

- **Weekly Review:** At the end of each week, review your accomplishments and areas where you struggled. Adjust your schedule and goals accordingly.
- **Flexibility:** Be flexible and open to changes. Life is unpredictable, and it's essential to adapt your plan as needed to maintain balance and well-being.

Sample Daily Schedule for Night Shift Workers

Afternoon (Pre-Shift)

- 3:00 PM - Wake up and stretch
- 3:15 PM - Meditation and journaling
- 3:45 PM - Healthy breakfast
- 4:15 PM - Exercise (yoga, gym, or a walk)
- 5:00 PM - Personal activities or errands
- 6:30 PM - Light dinner
- 7:00 PM - Prepare for work

Night (Work)

- 8:00 PM - Start work (focus block)
- 11:00 PM - Short break (snack, stretch)
- 11:15 PM - Resume work (focus block)
- 2:00 AM - Short break (snack, relax)
- 2:15 AM - Continue work (focus block)
- 5:00 AM - Finish work

Morning (Post-Shift)

- 5:30 AM - Light breakfast or snack
- 6:00 AM - Wind down (reading, relaxing activity)
- 7:00 AM - Prepare for bed



- 7:30 AM - Sleep

Afternoon (Daytime Activities)

- 3:00 PM - Wake up and repeat pre-shift routine

By following this adjusted time management plan, you can maintain a balanced and fulfilling routine that supports your professional and personal well-being despite the challenges of night shifts. Remember, the key is consistency and flexibility to adapt to your unique needs.

Book your complimentary **Future Focus Call** simply by clicking the link below and scheduling your session

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