

ENERGETIC TIME MANAGEMENT WORKSHEET

Getting More Done In Less Time With Energy Left Over

TIME PREP: 2 Hours (First Time)

**Aligned DAILY Action =
Feeling In Control Of Your Life
& Parenting**

This worksheet is intended to support you weekly.
Suggested to do this on the weekend
to prepare for the following week.

STEP 1

BRAIN DUMP = ELIMINATE OVERWHELM

Any to-do, should do, want to do, need to do, write it down.
Let it ALL out in the area most appropriate below.

SELF	
KIDS	

RELATIONSHIPS

MONEY

WORK

ENVIRONMENT

OTHER

STEP 2

PRIORITIZE YOUR LIFE

What you prioritize will determine how bad you want change.
(Self, kids, relationships, money, work, environment, other)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

*Remember,
How You Spend
Your Time =
What You Prioritize
-Heather*

WHAT ARE YOUR CORE DESIRED FEELINGS?

STEP 3

DEVELOP ACTION STEPS

What actions are you putting on your calendar this week to get you closer to the life you truly crave? (Self, kids, relationships, money, work, environment, other)

SELF ACTION STEPS

1. _____
2. _____
3. _____

KIDS ACTION STEPS

1. _____
2. _____
3. _____

RELATIONSHIPS ACTION STEPS

1. _____
2. _____
3. _____

MONEY ACTION STEPS

1. _____
2. _____
3. _____

WORK ACTION STEPS

1. _____
2. _____
3. _____

ENVIRONMENT ACTION STEPS

1. _____
2. _____
3. _____

OTHER ACTION STEPS

1. _____
2. _____
3. _____

STEP 4

PUT ACTION STEPS ON A CALENDAR

Action steps should be placed on your calendar in order of priority. If your #1 priority is Self - put all self action steps on the calendar FIRST. Then add action steps according to the way you listed them in step 2.

PAPER CALENDAR (Pick 1)

- Passion Planner
- Danielle Laporte Desire Map
- Dollar Store, Target, Walmart, etc.

DIGITAL CALENDAR (Sync to Devices)

- Google Calendar
- Apple/Android Calendar
- Outlook Calendar

STEP 5

PUT THE PLAN INTO ACTION

Use the scheduled time for the tasks at hand. Focus on your priorities every step of the way.

STEP 6

NIGHTLY CHECK-IN

Every night before you go to bed check your calendar to make sure you know what it going on. You can send any last minute emails or complete any last minute prep work.

SOME THINGS TO CONSIDER...

Progress Not Perfection

It takes practice to master any skill. This process should be done weekly to develop a masterful skill. It won't be perfect and some weeks won't be pretty.

SUGGESTED READING *The Gifts Of Imperfection by Brené Brown*

Resistance Is Your New BFF

Yes, resistance will show up daily when you consciously decide you want change. Becoming annoyingly intentional and using this method will help you stay on track.

SUGGESTED READING *The War Of Art By Steven Pressfield*

You Cannot Do This Alone

I used to be the Queen of "Supermom" growing up with a single mother and being a single parent will do this to ya. PARENTING AND LIFE SHOULD NOT BE A DAILY BATTLE.

If it is this means something is out of alignment.

SUGGESTED READING *The Art Of Asking by Amanda Palmer*

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MEET HEATHER

Heather Chauvin is the creator of the **Mom Is In Control Podcast**, a mostly solo show where she tells it like it is. She reveals her most vulnerable truths about womanhood, parenting her 3 boys, living through stage 4 cancer, navigating marriage and creating business success without burning out.

With new podcasts everyday, Heather draws on her experience as a former Social Worker, mental health advocate and inspirational speaker, giving women permission to live more, drop the guilt and ask for what they need.

Heather has been featured on **The Huffington Post, The OWN Network, CTV, Real Simple Magazine, The Jenny McCarthy Show** and interviewed by many notable podcasters and radio shows.

Her motto is in order to raise happy, calm and confident children, we must become the person we most desire them to be.

HAVE QUESTIONS?

Email us at support@HeatherChauvin.com with any questions you may have regarding Heather's coaching programs.

READY TO UP-LEVEL YOUR COACHING?

If you'd like to consider working with Heather, please fill out the application form at HeatherChauvin.com/TakeBackControl.

