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CoachingHer: Coaching for Empowerment and Success

Training course for mothers

Guide for Coaches

Lesson 1

Time management and organization

The CoachingHer project is based on the realization that many women, especially working mothers or job seekers, are faced with the difficult decision of reconciling work and each other. In many cases, the lack of adequate social policies and the persistence of traditional cultural norms limit women's career opportunities, forcing them to abandon their professional ambitions or reduce their professional commitment.

Our goal is to create an environment where women can continue to work and pursue their ambitions without having to choose between career and family. The project focuses on two European countries, Italy and Germany, with different socio-economic and cultural contexts, but facing similar challenges regarding the role of women in the labour market and society.

In a context where women face numerous barriers to accessing positions of power and responsibility, CoachingHer offers a concrete solution; participants will be able to develop leadership, time management and multitasking skills that are crucial for successfully coping with the challenges of work and family.

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1. Welcome & Introduction (10 min)

- Round of introductions: name, origin, number of children
- Creation of small group rules: respectful interaction, punctuality, etc.
- Goal of the unit: Understand and apply time management and organization

2. Introduction: What does "time management and organization" mean to you? (15 min)

- Group discussion or Mentimeter/pinboard:
 - "How do you organize your everyday life at the moment?"
 - "What stresses you out the most in your daily routine?"
 - "What would you do if you had an extra hour a day?"
- Collecting typical challenges of mothers together

3. Impulse: "Basics of time management" (25 min)

- Short lecture (with presentation)

A. Time management:	B. Organization:
<ul style="list-style-type: none"> ○ Prioritization ○ Planning ○ Trace 	<ul style="list-style-type: none"> ○ Structuring ○ Resource management ○ Objective

4. Exercise: "My ideal daily routine" (20 min)

- Fill out template with time slots (6 a.m. to 10 p.m.)
- Enter: duties, breaks, personal time
- Comparing group work – What stands out? What is missing?
- Goal: Develop mindfulness for one's own use of time

5. Break (15 min)

Gladly with a snack table and exchange in small groups.

6. Exchange: Time traps & everyday obstacles (20 min)

- Group work:
 - Typical problems in everyday life (e.g. sick children, spontaneous appointments, mental burden)
 - Find solutions or strategies (to-do lists, delegate, say no)
- Collecting and presenting results on the flipchart

7. Tools & Aids (15 min)

Digital helpers:

- Google Calendar or Family Planner
- To-do apps: Todoist, Trello (depending on digital affinity)

Analogous methods:

- Weekly schedule on the wall
- Post-it technology
- Family rules for the distribution of tasks

Extra tip: "Pomodoro technique" – 25 minutes of focused work, 5 minutes of rest

8. final round (10 min)

- "What do I take with me today?" (1 set from each participant)
- Handing out an information sheet with methods and tools (digital or paper)
- Optional: Invitation to the WhatsApp/Telegram group for further exchange