



CoachingHer

Coaching for Empowerment and Success



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Coaching for mothers

-Time Management & Organization-

Objectives of the workshop

- ✓ Creating time awareness
- ✓ Get to know methods for self-organization
- ✓ Practical tools for everyday use
- ✓ Exchange & empowerment

What does time management mean to you?

- “How do you organize your everyday currently?”
- „What stresses you out the most in your daily routine?”
- „What would you do if you had an extra hour a day?”

Basics of Time Management

A) Time management

- Prioritization
- Scheduling
- Breaks

B) Organization

- Structuring
- Resource management
- Goal setting

Eisenhower Principle

Important vs. Urgent Matrix:

Importance	Urgency	Consequence
Important	Urgent	Immediately
Important	Not urgent	Schedule
Not important	Urgent	Delegate
Not important	Not urgent	Cancel

Pareto Principle (80/20)

- 20% of the tasks bring 80% of the result
- Focus on the essentials

SMART Goals

- Specific
 - Measurable
 - Appealing
 - Realistic
 - Terminated (scheduled)
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- Example: "I take 30 minutes a day just for myself."

Exercise – My ideal daily routine

- Fill out the worksheet
- What is left for you? What is missing?

Time trap detection

- Multitasking
- Mobile phone/social media
- Perfectionism
- Unplanned Interruptions

Tools & Aids

Digital Tools:

- Google Calendar
- Family Planner
- Todoist, Trello

Analogous methods:

- Weekly schedule on the wall
- Post-it technique
- Family rules to distribute tasks

Pomodoro technique: 25/5 minute rhythm

Conclusion

- „What insights have I gained for myself?“
- Next steps & exchange opportunities

THANK YOU!