

JOSIE'S TOP 4 TIME MANAGEMENT TIPS FOR PARENTS RETURNING TO WORK

01 **Do, Delegate, Delete.**

Implement this easy-to-remember practice by asking yourself: What's so important that no one else should do it but me (e.g., breastfeed)? What's important but someone else can do it (e.g., that monthly report)? and, What's more of a nice-to-have (e.g., making that new recipe)?

02 **Pick 3 things you really want to do today.**

We all have the long to-do lists, but push yourself to pick the few things that you really want to accomplish and start there. Be proud for completing those vs. the unending list of to-do's.

03 **Batch similar tasks together.**

Avoid the "switching costs" of flipping back and forth between dissimilar activities (e.g., administrative work, day care / pediatrician forms, returning emails) - saving both time and mental energy.

04 **Time block your calendar for everything**

(Including pumping!) This will force you to batch things strategically and be rigorous about prioritization. A written to-do list will tempt you to cross something off, inadvertently prioritizing the low-priority things.