



Cherie Blair
**FOUNDATION
FOR WOMEN**

How to Manage Your Time Across Your Personal and Professional Life

Tools and tips that will help you stay on top of what's important to you


Introduction:

The balance between your work and personal life can easily become overwhelming, and suddenly you realise that despite the fact that you feel busy all of the time, the things that are important to you haven't been finished or been given time to. When this is happening, it's important to take the time to prioritize what matters to you. In this resource, we'll guide you through how you can manage your time better and take some time to focus on your self-care.

Time Management:

Time management is the backbone of being able to balance your work and personal life, but contrary to popular belief, it's not about getting everything done. Time management is a tool that can help you recognize your priorities and understand how and why you want to work towards them. It's important to understand that when you're feeling overwhelmed with the different aspects of your life, you may have to re-evaluate your priorities and let some of them take a step back so that you can focus on what's really important to you.

To do this, you can list what's important to you in both your personal and professional life. Once you have a list of your top priorities in your life, create a plan or schedule for yourself that will allow you to create some sort of routine, which considers your priorities while also considering any challenges.



For example, you may want to spend more time working on your marketing strategy and also have more quality time to yourself or your family. After scheduling these things into your week along with all of your other priorities, you may realise that you didn't consider the time you needed to go grocery shopping or taking care of your personal finances. Remember that you can always move things around or reprioritize, depending on what your focus is.

Self Care

When you're juggling multiple priorities that take up a lot of your time, self-care is often the thing that gets neglected first. But the most important times to focus and prioritize your self-care are in the situations where you are feeling overwhelmed. A lack of self care can lead to heightened feelings of anxiety, irritability, unproductivity, poor work ethic and general strain across all areas of your life.

For these reasons, focusing on your self-care is vital to your health and your business. To make more time for your self-care, you can start by scheduling in specific times that are dedicated specifically to you. If self-care is new to you or if it's something that you want to reintroduce into your routine, try not to overwhelm yourself by starting out too ambitiously. Start small by dedicating 10-30 minutes to supporting you on a daily basis, and remember that you can always build up slowly.

When thinking about what self care practices you want to incorporate into your routine, be mindful of the different aspects of self-care. To have a fully robust approach to your self-care, you can dedicate some time to spiritual self-care, emotional self-care, social self-care, physical self-care, and intellectual self-care. It's up to you how you define these areas and what will serve you best in the moment, but take some time to list out which activities you enjoy or benefit from in each areas.

Key things to remember:

- **Work with intention** - if you've scheduled in time to focus on a specific area of your life, be mindful of anything else that may come up. Try to focus on the task at hand, and remember that you have made time for your other priorities later in the day or week.
- **Be flexible with your planning** - be wary of getting too caught up and overwhelmed. If something needs to shift or be de-prioritised, that's okay. Being flexible in your time while setting appropriate boundaries of what's important to you is the focus.
- **Plan breaks and self-care** - remember to actively plan breaks and time for yourself throughout the day. Nobody can be 100% productive 100% of the time, and it's important for your well-being and your business to take time for yourself. Remember that your business can't be sustainable unless you are.
- **Celebrate your achievements** - even if you've only managed to complete one of your priorities in a week, take the time to celebrate that! It's important that you recognise when you've accomplished something, and that you can always make adjustments to your plan.
- **Delegate and ask for support** - if you're having trouble handling your priorities by yourself, that should raise some concerns. It's not a weakness to ask for support or delegate tasks to other people, it's just a sign that your current load isn't balanced in the right way, and you might need some extra help from the people around you.
- **You can't please everyone** - remember that you can't please everyone and that that's okay, in the process of prioritising what's important for you, some people might be disappointed. But in the end, by setting these boundaries you're benefitting yourself, them, and your business.