

PRODUCTIVE AS A

Mother

Daily Planner
Template

OK let's get straight to it...

You want to feel less overwhelmed and more like you're making real progress towards your goals, right?

I've got you.

Being real with you: it took me a while to find a method for staying laser-focused and moving forward that worked for me.

But when I created this simple system for planning my days?
Game changer.

I started making massive progress within my 25 hour work weeks.

And the best part was, I had finally ditched that feeling of overwhelm!



My Tips For Using This Template To Be Productive As A Mother:

1 // Plan your day the afternoon/evening before

This helps you to be proactive and means that you arrive at your desk/laptop knowing precisely what you need to do to move the needle on your business that day.

2 // Setting an intention

Don't skip this part. It seems super simple but it is so effective. This is all about taking control of the energy you show up with for your business. **Think about what you want to achieve the next day and set an intention based on that.** E.g. if I have lots of creative work to do I might set my intention to *"Be in the flow zone"* as that's how I feel when I am in that really creative flow state. Or you might choose something like *"Magnetic to money"*, the point is to choose something that will feel good and support your activities the next day.

3 // The fuel for your day

The reason that **"Something for me"** is right up there near the top, is that I've learned that when I fill up my cup first, I have more to pour into my day and am more productive and more relaxed. Meaning that I end the day feeling satisfied that I have done enough work to move the needle on my business and able to switch off and enjoy my time with my family.

Choose something that fuels your mind, body or soul - better yet, all three! It could be some journaling, meditating, yoga, dancing to a really uplifting tune, drinking a smoothie and looking out at the garden. Doesn't matter, just choose something that is for YOU and makes you feel GREAT.

4 // Focused AF

I have three areas of focus in my business: Clients, The Limitless Mother Template Shop and The Limitless Mother Podcast. **I write out these areas of focus Every. Single. Day.** Why if they don't change? It helps me to zero in on what I am working towards so that when I pick my actions for the day, I am doing so with these front of mind. This is what keeps you moving towards your goals.

You can have just one area of focus - maybe it's becoming fully booked for example - or two, or three. But no more!!

5 // The power of three

OK here's where I suggest you get really strict with your To Do list. Keep a big "brain dump" list somewhere else (I use Trello). **But choose just 3 actions which are things you can do tomorrow which will help you to make progress towards your focus area(s).**

Do them first, and then don't add ANYTHING else to your list until all 3 are done. Then, and only then, add ONE item at a time. Do it, tick it off, then add another but only if you realistically have time to complete it.

Why am I so strict with this? This works. Our brains hate unfinished tasks. So if you end the day with items on your planner which are not ticked off, your subconscious keeps thinking about it ALL evening and ALL night and ALL the next day... until it is done. **By using this system for adding things to your list, you ALWAYS finish the day with a complete list,** keeping your brain happy and helping you to relax and even sleep better.

Plan Your Day

Productive As A Mother

DATE:

INTENTION:

SOMETHING
FOR ME:

FOCUS THREE:

1.

2.

3.

THREE KEY
ACTIONS:

OTHER ACTIONS

Dash of Woo

It wouldn't be a Limitless Mother Template without a Dash of Woo!

○ What is a Dash of Woo?

A dash of woo is a practical manifestation or mindset tip designed to turbo charge the tips, process and strategies I've shared with you inside this template.

○ This Template's Dash of Woo...

This template's dash of woo is all about rehearsing success. Once you've filled in your planner for the next day, close your eyes and take just a minute or two to imagine finishing your day tomorrow feeling pleased with your progress, calm and happy. **Imagine those items ticked off.** Imagine that feeling of momentum towards your goals, that relaxed certainty that your desires are making their way to you.

This visulasation practice is great for making those feelings a reality.

The more you use this template, the more you practice this dash of woo, the more you will let go of any feelings of busyness, or overwhelm. You will feel more clear-headed and focused and able to take action on the things that matter.