
MOMPOWERMENT SCHEDULE TEMPLATE

Create a Routine that Helps You Maximize Your Time
By Suzanne Brown

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Thank you for downloading the Mompowerment Schedule Template to help you maximize your day. If we haven't met yet, I'm Suzanne, a work-life balance speaker, strategist, and bestselling and 4-time award-winning author and a strategic marketing and business consultant. I help working moms work smarter so they can be engaged in their careers and still find the time to be the moms they want to be.

If you're looking at this guide, chances are that you feel like you're not getting the most out of your day, often starting with your morning routine. I'm sharing a few of the tips from the Mompowerment books along with this template to help you make the most of your day. And I share how my schedule works as well.

The question of morning routine is the most often researched topic on my website. And it's often the topic of conversation with the women who come to me for 1:1 strategy sessions and within the Mompowerment tribe. We all want to maximize our time. Your morning routine can help with that or be an obstacle that you must overcome daily.

You'll notice a few things about my schedule. I work part-time hours so that I can pick up my boys by 2:50 each day. I also start out the work portion of each day with a power hour. Wednesdays is heavy with Business Development.

I've included a second version of the schedule to show you how things change when I'm managing remote school. If you switch out the school activities for camp or keeping kids entertained for part of the day, this second schedule is really similar to what your summer schedule could look like. I'm sharing a second template in case your needs change a bit while managing online learning or in summer.

As you start to create your schedule, let me know if you have questions. And don't forget to check out the weekly blog or sign up for the newsletter if you haven't yet so you get more practical tips on working smarter and maximizing your time.

Be well,



Suzanne Brown

DESCRIPTIONS

Wake-up

As I shared in my blog post on my morning routine, I like to get up before everyone else in the house. My wake-up routine also involves a self-care check-in. I do a mental check to see what adjustments I need to make to set myself up for success. Then, I make lunches without everyone around. I take this time to ease into the day.

Drop off/Workout

My husband and I switch off who will do drop off. On the days when I don't drop off, I get my workout in earlier. I try to workout at least 4-5 days a week during the school year. I get in my workouts a bit earlier when my husband drops off.

Power hour

I start the work portion of my day with a power hour. Unless responding to an email is a strategic part of my day, I don't work on email. I don't check social media. My peak productivity is as I start my day so that's when I have my power hour. I focus on my most challenging tasks for my clients. I work on my business some mornings. This is also the part of the day when I write. (This is the time of the day when I wrote my books as well.) If I am in a heavy content creation moment of my business, this is when that happens. Plan a power hour for whatever time of day you're most productive.

Work time

Work time is what it sounds like. I divide my time between my work-life balance business and my marketing business however necessary to get the tasks done. You will see work time throughout the calendar. During some of my boys' activities, both boys are in the activity or one is in the activity and the other is doing homework. I will use those moments for work time as well, especially for my shorter tasks like writing an email or gathering thoughts for content like listing bullet for a presentation or a newsletter. And I do a work check-in at the end of the day to see if anything has popped up from my clients since I headed out to kids' activities. And then I hop on much later in the evening to see if I need to work on anything for the next day.

Calls

I generally don't have a bunch of meetings or calls because I spend more time working than meeting. I use the term "Calls" on my calendar, but they could be in-person meetings.

Kids' activities

We have two young boys who participate in various sports and activities. I have the flexibility to get them to their various activities, in part because of my part-time work schedule. If you don't have this time, don't stress about having this on your calendar. If you have more than one, this can be a great time to connect with your child who might not be in an activity. I always keep cards in my backpack or purse. It makes passing the time faster. It's also prime homework time for us. That way we're not

worrying about homework when we get home. Plus, the later in the day, the harder homework gets as our boys get tired. And, as I shared, if both kids are in the activity, I use this as work time.

Dinner time

We eat as a family every night because our schedule allows it. Our activities generally shut down by 5:30ish, so we can head home. The boys shower in the time it takes to finish any final touches for dinner. (Please note that my husband does the cooking in our household.)

Put kids to bed/Dishes

You'll notice both are listed each night, but I rarely do both. You might have seen me share before that we trade off. Whoever puts the boys to bed doesn't do dishes and vice versa. The idea is to share the household duties. If you need more on this, let me know by responding to this email and I can send you my *Sharing Household Responsibilities with your Partner* guide.

Chores

I tend to do chores later in the day when possible. For example, I'm more likely to throw a load of clothes closer to bedtime or even overnight. If the clothes run later in the day, I can fold clothes while catching up or watching a movie with my husband. If you need help with dividing up chores with your significant other, you can check out the

Catching up with my husband

I spend time connecting with my husband each day. Some days it's a 15-minute conversation, which will also include time to go over the next day's schedule. Some days we'll shut everything down, and hop on the couch to watch a movie, play a game of cards, or work on a puzzle. Some days we might use this time to eat dinner by ourselves as an at-home date night.

Work planning

You'll see that planning is the last work thing I do each day. I take 15-20 minutes on Sunday to plan for the week and 10-15 minutes each night to plan for the next day. That could be prioritizing or reprioritizing. It could be that I grab a few links for things I need to read for a presentation or white paper I'm writing. I might add titles to a few PowerPoint slides or add bullets for a blog or newsletter I'm writing. By doing this, I know what I'm working on the next day instead of using valuable work time to figure this out each morning. And I feel like I've downloaded all my thoughts for before bed.

Bedtime routine

I end my day with writing in my gratitude journal and then reading a bit. I might also meditate or use the Calm app to help me fall asleep. Since I start my day with a self-care check-in and end it with another self-care moment, I essentially bookend my day with self-care. It's an easy way to have small moments of self-care each day and that has a big impact.

TIPS

You've got the blog post to help you get started, but I wanted to mention a few tips to help you as you get create your new calendar:

Be flexible. While I have the approach of, "If it's not on my calendar, it won't get done," I also allow for flexibility, especially when managing remote learning. And I allow for flexibility for seasonal changes. For example, the day might shift a bit in the winter when I work out later (e.g., lunchtime). I usually do my workouts outside and have to get them in before the Texas heat kicks in most of the year.

Your calendar and your values. If your calendar is all about work, but you're aiming to get more family time in there or trying to be healthier, how will you fit those new things in? Figure out how your calendar can reflect what you really care about.

All days aren't equally productive. I get it. You're trying to retool your schedule to maximize your time. Remember, though, that you won't be equally productive and effective every single day. That's OK. That doesn't mean your schedule isn't working. It means you're human. Get back on track the next day or next week. It will be OK. You're still doing great!

Start your day on your terms. When I ask how many people start their day with their phones when I give a talk, the vast majority of hands go up. This hasn't changed, whether it's a corporate webinar or an in-person talk for an association. Most people wake up and start checking their phone. This immediately shifts the focus to responding and reacting to others' needs. Yes, you want to be responsive, but waiting another 30 minutes or hour to respond when your workday starts doesn't make you unresponsive. It gives you the mental space to set yourself up for success. So, work out, do a self-care check-in, drink your coffee or tea in peace on your patio, or sit with your kids while you all have breakfast together. Take a moment to start the day on your terms, whatever that looks like.

Use weekly and daily planning. I often talk about the benefits of planning my week and each day the night before. It takes 20-30 minutes on Sunday and 10-15 minutes each day and it makes a world of difference. Bonus tip: Compare your schedule to that of your significant other and even to what your kids have coming up. You'll know what additional things you need on your radar. Even better, put them on your calendar with reminders. Or empower your kids to do this if your kids are old enough. During remote school, I go over my kids' tasks and schedule each day. Could they look it up? Yes, but they don't. I'm working on building that habit, but my boys are still young. Writing down their tasks so they know exactly what to work on and check off the things helps me visually scan to know when tasks are complete.

QUESTIONS TO GUIDE YOUR THINKING ABOUT YOUR SCHEDULE

You need your schedule to meet your needs. I've included a few questions to help you think about different aspects of your calendar that you might want to include. These aren't the only things you might want to think through, but they will definitely help you start thinking about how to set up your time to include specific elements. Remember, you want your calendar to reflect your values.

What are your values? How can these be reflected on your calendar? (e.g., time with family, time with your spouse, etc.)

What things must be included on your calendar (e.g., having dinner as a family, making breakfast or lunch for kids, chores, specific types of work time like team meeting or strategic thinking time, etc.)

Are there areas you're working on right now? (e.g., getting healthier, spending time with family)

When are you naturally most productive (i.e., your peak productivity)? How can you move around your schedule so that you can set aside that time for a power hour?

What are meaningful (big and small) ways that you can connect with your loved ones? (e.g., morning snuggle to start the day, playing game, etc.)

What do you want from your morning? (e.g., ease into morning, something to jumpstart your day)

What does that look like? (e.g., self-care check-in, workout, etc.)

What can you prepare the night before? How will you remember to do these things (e.g., set aside time on your calendar)

MY SCHEDULE DURING A NORMAL SCHOOL YEAR

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
6 am	Wake up/Make kids' lunches/Get kids up	Wake up/Make kids' lunches/Get kids up	Wake up/Make kids' lunches/Get kids up	Wake up/Make kids' lunches/Get kids up	Wake up/Make kids' lunches/Get kids up
7 am	Kids' bfast/Workout	Kids' bfast /Drop off	Kids' bfast/Workout	Kids' bfast /Drop off	Kids' bfast /Drop off
8 am	Power hour	Workout	Power hour	Workout	Workout
9 am	Power hour	Power hour	Power hour	Power hour	Power hour
10 am	Work time/Calls	Work time/Calls	Business Development	Work time/Calls	Work time/Calls
11 am	Work time/Calls	Work time/Calls	Business Development	Business Development	Business Development
12 pm	Lunch/Work time/Calls	Lunch/Calls	Lunch/Business Development	Lunch/Calls	Lunch/Calls
1 pm	Work time/Calls	Work time/Calls	Business Development	Work time/Calls	Work time/Calls
2 pm	Wrap up workday/Pick up boys	Wrap up workday/Pick up boys	Wrap up workday/Pick up boys	Wrap up workday/Pick up boys	Wrap up workday/Pick up boys
3 pm	Kids' activities/ Help with homework/Work time	Kids' activities/ Help with homework/Work time	Kids' activities/ Help with homework/ Work time	Kids' activities/ Help with homework/Work time	Kids' activities/ Help with homework/Work time
4 pm	Kids' activities/ Help with homework/Work time	Kids' activities/ Help with homework/Work time	Kids' activities/ Help with homework/Work time	Kids' activities/ Help with homework/Work time	Kids' activities/ Help with homework/Work time
5 pm	Chores/Work check-in	Chores/Work check-in	Chores/Work check-in	Chores/Work check-in	Chores/I Rock Folder
6 pm	Dinner with family	Dinner with family	Dinner with family	Dinner with family	Dinner with family
7 pm	Boys to bed/Dishes	Boys to bed/Dishes	Boys to bed/Dishes	Boys to bed/Dishes	Family fun time
8 pm	Catch up with hubby/ Chores/	Catch up with hubby/ Chores	Catch up with hubby/ Chores	Catch up with hubby/ Chores	Boys to bed/Dishes
9 pm	Work/Plan for next day	Work/Plan for next day	Work/Plan for next day	Work/Plan for next day	Catch up with hubby
10 pm	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine	Catch up with hubby

MY SCHEDULE DURING REMOTE SCHOOL AND SUMMER

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
6 am	Wake up/Power hour	Wake up/Power hour	Wake up/Power hour	Wake up/Power hour	Wake up/Power hour
7 am	Power hour/Get kids up/Kids' bfast	Power hour/Get kids up/Kids' bfast	Power hour/Get kids up/Kids' bfast	Power hour/Get kids up/Kids' bfast	Power hour/Get kids up/Kids' bfast
8 am	Cover kids' tasks/School day starts (/Drop off kids to camp in summer)	Cover kids' tasks/School day starts (/Drop off kids to camp in summer)	Cover kids' tasks/School day starts (/Drop off kids to camp in summer)	Cover kids' tasks/School day starts (/Drop off kids to camp in summer)	Cover kids' tasks/School day starts (/Drop off kids to camp in summer)
9 am	Workout with kids	Workout with kids	Workout with kids	Workout with kids	Workout with kids
10 am	Work time/Calls	Work time	Business Development	Work time	Work time
11 am	Work time/Calls	Work time/Calls	Business Development	Business Development	Business Development
12 pm	Lunch/Work time/Calls/ (Pick up kids from camp in summer)	Lunch/Work time/Calls/ (Pick up kids from camp in summer)	Lunch/Business Development (Pick up kids from camp in summer)	Lunch/Work time/Calls/ (Pick up kids from camp in summer)	Lunch/Work time/Calls/ (Pick up kids from camp in summer)
1 pm	Work time/Calls	Work time/Calls	Business Development	Work time/Calls	Work time/Calls
2 pm	Work time/Check-in on schoolwork	Work time/Check-in on schoolwork	Work time/Check-in on schoolwork	Work time/Check-in on schoolwork	Work time/Check-in on schoolwork
3 pm	Work time/Help with schoolwork	Work time/Help with schoolwork	Work time/Help with schoolwork	Work time/Help with schoolwork	Work time/Help with schoolwork
4 pm	Kids' activities/ Work time	Kids' activities/ Work time	Kids' activities/ Work time	Kids' activities/ Work time	Kids' activities/ Work time
5 pm	Chores/Work Check-in	Chores/Work Check-in	Chores/Work Check-in	Chores/Work Check-in	Chores/Work Check-in
6 pm	Dinner with family	Dinner with family	Dinner with family	Dinner with family	Dinner with family
7 pm	Boys to bed/Dishes	Boys to bed/Dishes	Boys to bed/Dishes	Boys to bed/Dishes	Family fun time
8 pm	Catch up with hubby/ Chores	Catch up with hubby/ Chores	Catch up with hubby/ Chores	Catch up with hubby/ Chores	Boys to bed/Dishes
9 pm	Work/Plan for next day	Work/Plan for next day	Work/Plan for next day	Work/Plan for next day	Catch up with hubby
10 pm	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine	Catch up with hubby

SCHEDULE TEMPLATE – VERSION 1

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
6 am					
7 am					
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					
9 pm					
10 pm					

SCHEDULE TEMPLATE – VERSION 2

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
6 am					
7 am					
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					
9 pm					
10 pm					

FINAL THOUGHTS

You've created a schedule that helps you maximize your time. Give yourself some time to get into the groove. This new schedule won't become second nature tomorrow. Give yourself some space to have this schedule truly be a routine. And remember that if you realize a part of your schedule isn't working, you can change it.

And don't forget that this is personal. What works for you might not work for others. And that's OK. The idea is to have your schedule be personalized to your needs.

I'll leave you with one last thought. You get to define what all goes on your calendar. When people say working moms can't have it all, they are wrong. You get to create the schedule you want that enables you to have the balance you want. And you do get to have it all because that all is your version. Remember, it's personalized to your needs. I think this quote from actress Julia Roberts sums it up: "You have to define your terms of what is "all." What is all for me may not be all for you." You've got this!