



Choosing the Right Balls to Juggle

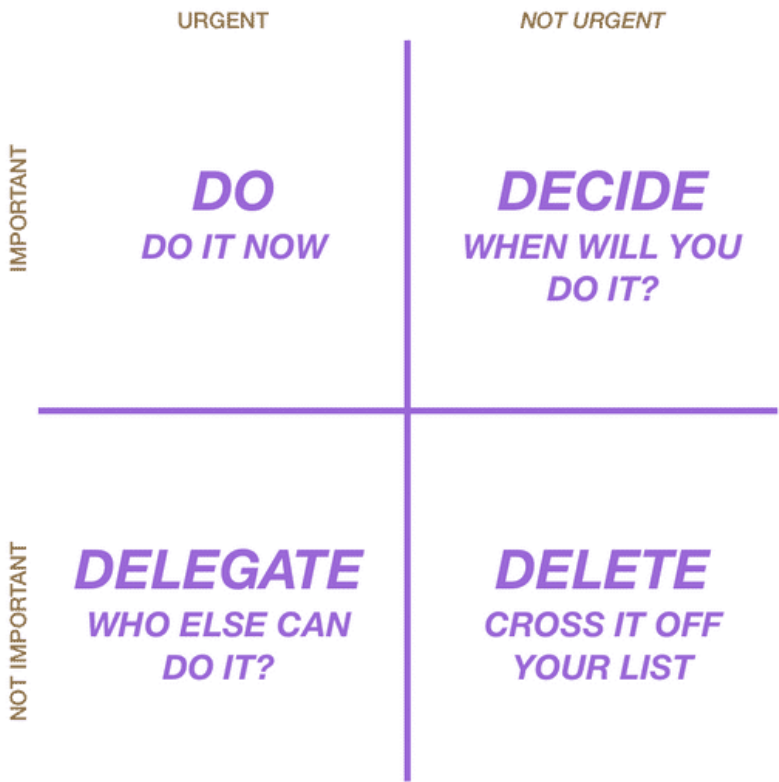
Lesson 2: Action Guide

WELCOME!

If you want to be a happy and contented mother. If you want to bring up successful children. If you want to feel calm, competent and in control. It starts with you.

In this lesson, I'll teach you how to prioritise your overflowing to-do list and help you take back control.

Using what I taught you in the [second video](#), analyse each thing that lands on your plate - every demand, every to-do, every request - and make a decision which quadrant it belongs in. Then deal with it accordingly.





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EXERCISE 1: SHOULD YOU REALLY HAVE DONE IT?

1. In the first column of the table on the next page, spend just 5 minutes brain dumping just a handful of the million-and-one tiny little things you've done today e.g. picked up dirty clothes off the floor, attended a work meeting, bought groceries.
2. Next, go back through the list and cross out all the things that you could have deleted completely because they were neither urgent or important.
3. Now, go back through the remaining list and see if someone else could have done the job instead and add their name to the delegate column. I want you to start to develop mindset of assigning tasks.

This is ideal world stuff, not your current reality!! e.g your kids *could* have poured their own drinks but you don't like them to because it makes a mess. Your hubby *could* have bought groceries but you'd rather get them yourself because he always gets the wrong things. Your work colleague *could* have made the amendments to the project but you didn't want to bother her because she seemed under the pump.

4. Finally, tick the 'DO IT' box for the things you really truly HAD to do because they were both urgent and important. Hopefully they'll be far fewer ticks than original tasks. If not, keep working towards it.



EXERCISE 2: MAKING DREAMS A REALITY

Let's take a look at the 'Decide' quadrant. These are the things that are important to you, but not urgent and because of that, it's easy to let them fall by the wayside. That's a big mistake. Huge mistake. If you ever feel that your days lack purpose, you feel empty, or life is a monotonous grind - it's because there aren't enough things in the decide quadrant.

1. First up, brain dump all things you'd like to achieve in the 'Things I'd like to Do' column in the table below. Nothing is too big, nothing is too small.
2. Next, tick your top three priorities in the first column (if you work on any more at this stage, you'll end up feeling overwhelmed)
3. Finally, decide on one teeny tiny step you can take to make to make it a reality and add it to the 'I will' column. Start small and you can add to it over time.

Here are some ideas:

THINGS I'D LIKE TO DO	I WILL
Tone up wobbly arms do 5 worktop push-ups each time I boil the kettle
Read XXX book read one page each day while I'm eating my lunch
Strengthen relationship with my husband smile and greet him warmly when I see him
Spend more time with friends arrange a date for morning coffee, right now
Make my work schedule more family friendly think about my what would best suit me and my family, then decide on my next step



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MAKE SURE YOU SEE THE ENTIRE GOOD MUM WORKSHOP

LESSON 1: Core Elements: Knowing Where to Begin

In the first video, you discovered where your energy is draining so you now understand why you feel so darned tired all the time. Filling yourself full of energy is more than just eating your broccoli, it's about managing your physical, mental, spiritual and emotional energy. [WATCH VIDEO 1 NOW.](#)

LESSON 2: Choosing the Right Balls to Juggle

That's this lesson! It's all about paring down your overflowing to-do list to free up time for the good stuff. [WATCH VIDEO 2 NOW.](#)

LESSON 3: Good Mum Blueprint: The Habits to Success

After the first two lessons, you've got the groundwork for success. In this video I put it all together for you. I'll teach you the 3 step formula to setting up and sticking to, great new habits and systems to create a mum-life where everything flows naturally. You'll learn to take slow and purposeful action-steps that build on each other so solidly, that they become the new normal. COMING SOON.

LESSON 4: Stepping Up: Your Time is Now

This lesson is all about you moving forward. I'm a big fan of filling my head with knowledge, but all the learning in the world won't move you forward. So this lesson is all about you moving into action. I've had hundreds of mums create a mum life they deserve, and I want you to take your place in that army. That's what this video is all about. COMING SOON.