



# Daily Self-care Checklist for the Busy Working Woman

## STEP 1- Wake up 10-20 Minutes Earlier Than the Rest of the House

Take this time to journal, to write out to-do list, to meditate, pray, listen to music, or catch up on a good book that you've wanted to read. - A big part of self-care is being able to take the opportunity to manage your time, even your free time.

## STEP 2- Establish Your Priorities List

If you find yourself with too many commitments and not enough time to get them all done, take time out to consider which ones can be delegated or eliminated and keep only the ones that are most important for you to do TODAY. Your priorities list is focused on what can be done in one day, putting the most important thing on the list first, then working your way down.

## STEP 3- Schedule in Time for Something Pleasurable that Day

Yes, we are extremely busy each and everyday! Our kids need this, our significant others need that, BUT without us, they cannot be taken care of. Rather it be during your lunch break, or at the end of the day, schedule a small window of pleasure to do something for yourself. This can be 5 minutes, 10 minutes, or even an hour! Just make sure this is on the priorities list! (Use Timers!)



## **STEP 4- Create a Healthy Work-life Balance**

If you are a workaholic constantly trying to complete the next project, learn to set some limits for yourself. Technology often allows us to continue to work even after we've gone home for the day. We need to learn to establish healthier boundaries, however, in order to avoid becoming burned out or getting sick. Determine a cutoff time for work so that you can decompress at the end of the day and enjoy some much-needed leisure time. Learning more effective time-management strategies can also be helpful.

## **Step 5- Attack your Priority List Throughout your Day**

Start with the things that have the nearest deadlines and work backwards. Unfortunately we are not super heroes, but making sure that what's most important gets done first, will help to alleviate any stress you may have throughout your day. Besides, you already made a priority checklist in step two! You're doing great! (Use Timers!)

## **STEP 6- Get Things Done Ahead of Time Making the Most of Each Hour**

If there's extra down time, go ahead (if you haven't already taken time for yourself because that's MOST IMPORTANT) and start running down your list to see if there's anything on the priority list that can be done ahead of time. Making the most of each hour is beneficial for managing stress. (Use Timers!)



## **STEP 7- Down Time. YES DOWN TIME**

Once you've finished your priorities list, turn off phones, and take time to relax, get the kids prepared for bed, and maybe even do a small chore or two around the house. But using your wine down time to do small things, or to just relax is extremely beneficial. Time management is a huge part in helping manage a busy day. It may seem hectic, but there ARE options, and there ARE ways to make your day less stressful and more manageable, **YOU JUST DID IT!**

## **STEP 8- Get Enough Sleep**

Allowing yourself to get at least 5 hours of sleep is plenty enough to function off of. However, a healthy amount of sleep (7-8 hours) would be most valuable for a busy working woman like you.

Always remember, **YOU** are most important. It's hard to get things done that you need to get done **WITHOUT YOU**. So take care of yourself first, prioritize the importance of your to do list **EACH** day, and make sure there's time for you in **your day!**