

# TIME SAVERS FOR *Busy Moms*



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### **Time Savers for Busy Moms**

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# *Time Savers for Busy Moms*

## ✓ PRIORITIES

- 1 - Choose a time (ie. Sunday evening) to plan the activities for the week.
- 2 - Allocate a few minutes first thing in the morning to look at your week's plans and adjust your day accordingly.
- 3 - Make a to-do list. Prioritize essential activities first.
- 4 - Set weekly goals particularly around saving time (i.e. This Saturday I will do two weeks of meal prep).
- 5 - Keep a master calendar in a central spot in your home. Record ALL appointments and activities on your calendar.
- 6 - Wake up before your kids. Even if you get just 20-30 minutes to yourself, this is a fabulous way to jumpstart your day!
- 7 - Create routines. It will save you time and stress (and most children thrive on routine and some predictable structure to their day).
- 8 - Leave room in your schedule every day for spontaneous issues that may come up.
- 9 - Assess your schedule and routines at least once a month.

## ✓ PAPERWORK

- 1 - Have one place to collect mail.
- 2 - Deal with paperwork and mail as it comes in. Respond, pay, file or trash. Immediately sign children's permission forms and return to backpacks, etc.
- 3 - [Use binders](#) to organize warranties and user manuals.
- 4 - Avoid excess paperwork and missed bill payments! Set up automatic payments for your bills. Look into direct deposit for all your sources of income as well.



## ✓ CLEANING

- 1 - Clean one room per day.
- 2 - Set a timer and do some speed-cleaning.
- 3 - Assign "zones" of the house to family members (i.e. one child is on front entrance cleaning duty for the month, one child is in charge of keeping the living room floor clear, etc.)
- 4 - Have chore charts for your children. Make a rule that they need to do their chores before play time / screen time.
- 5 - Keep a cleaning checklist. I have [a great one you can](#) use!
- 6 - Clean your kitchen before bed (and if the dishwasher is full, run it)!
- 7 - Every time you leave a room, pick up something that doesn't belong there and return it to its proper place. Do the same thing when leaving your car.
- 8 - Declutter and organize at least one space in your home weekly.
- 9 - Train every family member to put items back where they belong. This saves loads of time in the long run.
- 10 - Keep all your cleaning supplies in one bucket.
- 11 - Stick to one room at a time while cleaning. If there are items that need to be placed into other rooms, collect them in a bag or bucket. When you're done cleaning the room you're working on, you can sort the miscellaneous items into their proper places. Delivering these items is a great task for children hovering around the area you're trying to clean.
- 12 - Do one load of laundry per day.
- 13 - Follow the "rule of one" (one load of laundry at a time). This means you have to have a load of laundry washed, dried, folded and put away before starting a new load.

## ✓ MEALS

- 1 - Always plan your meals. You'll save loads of time simply by having a menu to look at.
- 2 - As you craft your meal plan draw up your grocery list.
- 3 - Keep a running grocery list on your fridge.
- 4 - Invest in a good crockpot and a crockpot cookbook. Your life will be forever changed! If you need a variety of crockpot meal ideas, check out my [Crockpot Pinterest board](#)!
- 5 - Try batch cooking / freezer meals.
- 6 - Make double the food so you can have leftovers for lunch or dinner the next day.
- 7 - Gather quick, time-saving recipes and put them into a regular rotation on your menu. I've shared several of [my favourite 5-ingredient recipes](#) on The Deliberate Mom which you can check out for starters!
- 8 - Prepare grab bags of snacks for your children. Dry snacks can be kept in baggies within a bin in your pantry and perishable snacks can be stored in a basket within the fridge.
- 9 - Wash, slice, and dice your vegetables for the week (store in sealable containers or zippered fridge/freezer bags).
- 10 - Challenge yourself to do only one grocery trip a week. Once you've mastered that challenge, commit to only one grocery trip every two weeks.
- 11 - Clean the kitchen as you prepare a meal. Waiting for the water to boil? Load the dishwasher!
- 12 - Sign up for a grocery delivery service.
- 13 - Consider paying a small fee for a meal planning service.

## ✓ OTHER TIPS

- 1 - Set out your clothes the night before.
- 2 - Prepare your coffee maker for the morning before you go to bed.
- 3 - Make lunches the night before.
- 4 - Spend less time on your phone.
- 5 - Keep only one window open on your computer browser at a time.
- 6 - Set a timer for when you're on social media.
- 7 - Keep your email folder clean.
- 8 - Delegate tasks whenever you can!
- 9 - Always place items in their rightful place (ie. your keys go on the same hook, your purse goes in the same closet). This will save you from scrambling around the house looking for misplaced items.
- 10 - Once a month, have a spend-free week (you would be surprised at how much time you free up by not shopping).
- 11 - Once a week, have a screen-free day. You'll have loads of time on your hands to get tasks done if you cut off phones, TVs, and computers for a day!
- 12 - Don't be afraid to say no. We need to have healthy boundaries.
- 13 - Regularly assess your time-suckers and barriers to efficiency. Brainstorm ways to get around these obstacles. You may not be able to eliminate these obstacles entirely but it helps to have strategies to minimize their impact on your day.
- 14 - Spend less time telling your children what to do by creating [picture schedules](#) for them!