

# 3 Time-Saving Tips Every MBA Mom Should Master



**By: Gretchen Shaw**

Juggling motherhood and a hectic work schedule constitutes a precarious balancing act. This feat can only be accomplished through diligence, dedication and almost superhuman time-management skills.

We approached a trio of individuals who are experts at doing just this, and asked them to provide their top tips on managing what can very often feel like a double life.

## **Our Expert Panel of Contributors**

Laura Van Der Kam is a writer, author and speaker who aims to help people reach their full potential and live more meaningful lives. You can learn more about what Laura does by visiting her website; [LauraVanDerKam.com](http://LauraVanDerKam.com)

**Also known as The Happyologist, Susanna Halonen uses positive psychology to help people to find direction and purpose. Visit [happyologist.co.uk](http://happyologist.co.uk) for more information.**

Priscille Livenais is a logistics and transportation management professional. She is passionate about organization, as well as blogging, and shares her tips for a healthy, happier and more-fulfilled life regularly on her site [ProductivYou.com](http://ProductivYou.com).

### **Laura Van Der Kam**

*Keep track of your time and prioritize*

Laura Van Der Kam advocates keeping a close eye on how you use your time. By keeping track of what you are doing over the course of a week, you can forensically analyze where the time has gone and what it has been used for. This will enable you to identify problem areas in your schedule and in your working practices, and start making time-saving changes.

“Try keeping track of your time for at least a few days, ideally a week,” she says.

“You can think of yourself as a lawyer billing your time to various projects, both work and personal. See where the time goes, and ask yourself a few questions: what do I like most about my schedule?”

Laura also notes the importance of prioritizing your tasks, and coupling difficult and uninspiring tasks with fun and engaging ones to boost the efficiency of your workflow.

### **SUSANNA HALONEN**

*Look after number one, learn to say no, recognize you achievements*

**For Susanna Halonen, the first step to balancing your time effectively is to look after yourself first. Make sure you are getting adequate rest, exercise and sleep. This, above everything else, will give you the optimal mindset to achieve success.**

**Step two involves being ruthless, and learning to say no to extra tasks that are not conducive to success and your mental and physical well-being. Managing both a busy working life and motherhood is hard enough without taking on unnecessary extra tasks, so don't be pressured into it.**

**Finally, Susanna stresses the importance of recognizing your achievements on a daily basis; “Finish every day by writing 3 things you were grateful for in your day. This exercise forces you to stop and take stock of your life. It will remind you of everything you have to be thankful for” she recommends.**

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### **Priscille Livenais**

*Create boundaries*

For Priscille Livenais, the secret to achieving an efficient balance between life and work is to set yourself defined boundaries. This should apply to all aspects of your working life, and must be rigorously enforced. Doing so requires tenacity and willpower; two things that can be nurtured over time by adopting good habits.

Priscille outlines a few examples of how such boundaries can be implemented and utilized to great effect;

“Being clear at the beginning of a meeting of the time you have set aside for it, and not a minute more.”

“Being clear with your team or co-workers that when your office door is closed, you are not available except in case of ‘life threatening emergency’.”

“Being clear with your team and customers, that when at home, after 7pm (for example), you will not answer your professional phone.”

By setting boundaries, you are crystalizing your understanding of your goals and values. Stick with the boundaries you set and the rewards will become apparent.

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**See more at: <https://www.imd.org/business-school/pr/3-time-saving-tips-every-mba-mom-should-master.html#sthash.fqSWf8JE.dpuf>**

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-Susanna Halonen



SUSANNA HALONEN  
HAPPYOLOGIST.CO.UK

@SHAWGRET