

A real
mother...
board

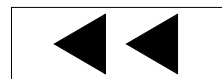
GYM WITH
STELLA W
AT 8.PM

JUICE
MILK
APPLES
OLIVE OIL
BREAD
TEA
ONIONS

DENTIST
FRIDAY
AT 11.AM



REWIRE YOUR TIME



WE ALL SHARE THE SAME 168 HOURS PER WEEK, SO HOW COME SOME WOMEN GET SO MUCH MORE DONE THAN OTHERS? WE ASKED THREE PRODUCTIVITY CHAMPS TO SHARE THEIR SCHEDULE TACTICS...

By Melissa Field & Tara Ali

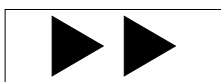


Who has time to read about goal setting when there are videos of baby owls to be watched? Sure, we've all lost entire afternoons in the YouTube vortex, but too much procrastination leads to the guilts. Shouldn't you really be grouting the bathroom tiles/calling your parents/writing a novel? In fact, *Women's Health* readers cited lack of time as one of their top reasons for feeling stressed in last year's Australia's Biggest Health Check Survey*. But experts reckon the problem is not lack of hours – it's the way we use them (dammit). "On average, we waste two hours a day thanks to silly, often needless distractions," says Clare Evans, author of *Time Management for Dummies* (amazon.com). Sound familiar? Here's how to get more from your 24.

*A SURVEY OF 25,919 PEOPLE BY WOMEN'S HEALTH IN CONJUNCTION WITH PREVENTION, SUNRISE AND PRICELINE.



“I ALWAYS ADD AN EXTRA 30 MINUTES TO AT LEAST ONE OF MY CHORES”



Natalie Lyall, 35, is a full-time international flight attendant and a nurse working an average of eight hours a week. She also does voluntary work in a homeless shelter. She lives in Sydney, NSW.

Monday

6am-10am Disembarkation, customs, transfer to domestic airport, check in, fly to Sydney, take crew bus to work and then drive home.

10am-10:30am Shower and wind down, put washing on.

10:30am-1pm Sleep.

2:30pm-5:30pm Relax, grocery shopping, errands.

5:30pm-8:30pm Home to cook dinner, finish washing and enjoy a gin and tonic, early bedtime.

Tuesday

9am Get up after a sleep-in, emails, shower, phonecalls.

10am-12pm Haircut/colour.

12pm-5pm Errands, post office, dry-cleaners, etc.

5pm-7pm Gym workout, massage.

7pm-9pm Grocery shopping, dinner, bed.

No. 1 time-management trick

Scheduling. “I choose to work balancing nursing and flying because I love the diversity. But if I don’t effectively manage time, my professional reputation is on the line. Both jobs are reliant on routine. I cannot be late for a shift because the plane won’t wait. In flying, an unspoken rule is that you’ll be at work at least 15 minutes earlier than you’re due. I’ve carried that over into my personal life. Since I’ve been flying, I always add an extra 30 minutes to at least one of my daily chores. Sometimes getting to appointments, having your hair done, calling the bank or driving to the supermarket just

takes longer than you’d expect. Allowing a bit of extra time minimises stress. If I then don’t need that extra time, I treat myself to a coffee – replying to emails or texts on my phone at the same time.” Lyall says her friends are used to seeing her at short notice and she also has schedules to help her when she has foggy jet lag brain.

How it works “I meticulously plan out my fortnight on my iCal. Then I plan more long-term with a wall planner on my fridge. My flatmate and I both use it and plot in our rostered work days in different coloured pens so we can see who’s working and when. I also

“Being organised is good for your mental health”

Claire McFee, 38, founded her household and lifestyle organisational system organizeyourlife.com.au 12 years ago after feeling overwhelmed following the birth of her first child. She is married with two children, aged 12 and 9, and lives in Victoria.



No. 1 time-management trick Get rid of clutter. “Most people who contact me for help are overwhelmed by the sheer amount of stuff in their lives, especially paperwork and ‘junk’. Clutter is the biggest time-waster there is. Get rid of stuff! Having a good clear-out eliminates nearly half the housework in the average home.”

Daily diary

7am-8am Breakfast.

6:30am Wake up and meditate – getting up half an hour earlier each day gives you an extra three-and-a-half hours a week. You can tick off numerous chores in that “free” time.

9am-12pm Work in home office: check to-do list from the day before; attend to important emails deleting what I can as I go; Facebook; create video for my business and upload to YouTube; write content for my monthly newsletter.

12pm-12:30pm Lunch break.

12:30pm-2pm Reply to customer email feedback.

Wednesday

7am Wake up, shower.

8.30am-4.30pm
Nursing shift.

4:30pm-6pm Walk to and work out at gym.

6pm-9:30pm Relax at home, cook dinner, emails, call Mum, bed.

Thursday

7:30am Wake up and shower.

8:15am-10:30am Breakfast at cafe with friend, make sandwiches for homeless and help at shelter.

10:30am-12:30pm Home, packing, getting ready and driving to work.

1:25pm Sign on at work.

3pm-3am On flight to LA.

Friday

9am-12:30pm Visit grandparents in respite care.

12:30pm-1:30pm Drive back to city.

1:30pm-5pm Beautician, mortgage broker, prepare food for barbecue.

5pm-11pm Birthday party barbecue with boyfriend.

continuously compare schedules with my boyfriend – who’s also a nurse – and schedule in time with him when we’re both free.”

Anti-procrastination trick

Working out. Lyaal says she barely has time to procrastinate, it’s more about putting energy into the bank. “A good sweat-raising, endorphin-rushing workout definitely gives me more energy to cope with my crazy schedule. I’ll usually do a body attack or body pump class or Bikram yoga. If I’m tired, I go through the motions anyway. Get up, go to gym. Inevitably I feel good afterwards even if it’s been a real chore to get myself there.”

Saturday

8am-11am Breakfast with friends.

11:30am-1pm Nap.

1pm-3pm Housework, shower and pack bags for trip to Singapore.

3:55pm Sign on for duty and attend briefing, on crew bus to airport.

5:30pm-2am Take off and flight, disembarkation, crew transport to hotel and room allocation.

2am-2:30am Shower and unwind before going to bed.

Sunday

7am-8am Wake up, shower, coffee with friend.

8am-3:30pm Breakfast and tour of Singapore Zoo, errands, lunch and shopping.

3:30pm-4:30pm Nap.

4:30pm-6:10 Preparation for flight, shower, meet colleagues in foyer and board crew bus.

6:10pm-8:30pm Journey to airport, customs, work duties, etc.

8:30pm-6am Flight back

How it works Don’t aim for a perfect-looking house, McFee says. Close enough is good enough. “When you’re sorting through clutter – your underwear drawer, your work desk – make two piles: “Use it, or let it go. Just do one overstuffed drawer a day. If you can’t decide what to cull, ask: ‘does this make me feel good or indifferent?’ If the answer is indifferent – bin it. Clutter is a time thief. How much time do you waste each week looking for lost things?”

3:30pm Personal appointments if scheduled. “I have a kinesiology session once every two months which I schedule in before school pick up time,” says McFee.

4pm-7:30pm Time with my kids, making dinner, homework, sports. “I make double dinners to save time and money at least twice a week.”

Anti-procrastination trick Meditation. “I started meditating about four years ago to combat stress. I meditate twice a day, for between 10 minutes and half an hour or I create short ‘Breathing Spaces’ during the day where I’ll meditate for five minutes. Closing my eyes, sitting quietly, helps me be more productive and focused because it calms and clears my mind ready for the next few hours. Think of it like closing down your files and rebooting your computer.”

8:30pm-10pm Social media work and reading. “I read for up to an hour before bed. It’s usually one of the books I need to review for work or I maybe watch an inspiring TV show. I’ve weaned myself off reality TV shows as they’re not good to watch before going to sleep.”

When you really want to
freshen up.

freshen down



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"LISTS ARE YOUR SHORTCUTS FOR LIFE"

Paula Rizzo, 31, is a senior health producer for FoxNews.com and launched her website listproducer.com in April 2011. She has appeared in magazines and websites for her list-writing skills and has won awards for her blog. She lives in New York, US.



How it works Once something is written down it becomes a goal and serves as a map to get you to your desired outcome. "I make lists about just about anything because it helps me to stay focused, be more productive and efficient. From grocery shopping to looking for an apartment or planning a wedding or holiday, I rely on lists to help me get things accomplished and organised. You can even make tough relationship decisions by using pros and cons lists."

No. 1 time-management trick List-writing. "I'm an Emmy Award-winning TV producer and I attribute much of my success to my compulsive list-making." Her friends used to laugh at her super-organised life but Rizzo says she knew she was on to something when a real estate agency asked for a copy of a list she'd made when looking for an apartment.

Anti-procrastination trick Use social media as a reward instead of a distraction. "I allocate set times in my day for Facebook, blogging or online shopping. I know I'll get my fix but it doesn't distract from what I need to actually accomplish in my day."

Rizzo's daily timetable list

"Always compiled the night before so I can begin work immediately as I sit down in my office chair"

MORNING

Check emails on the train to work.

Return phone calls; prioritise and action requirements resulting from phonecalls.

Write scripts.

Set up shoots. Put guests on security list.

Welcome guests for a segment.

Call hair and make-up so they know I have guests coming.

Film segment with guests.

Edit and upload segment onto site.

AFTERNOON

Work on this week's shoot sheet.

Prepare list of questions for everyone I'm going to interview on upcoming shoot.

Write a list of shots required for shoot.

Inform all involved on shoot of location/times/filming requirements.

Organise shoot props if required.

Work on upcoming story ideas.

Meet with editor/producers about upcoming story ideas.

Make a list for the next day.

CHECK YOUR LIST

Taking the wrong approach to your to-do list might make it even longer

Time-estimate each task

Writing down what you need to accomplish without knowing how long it will take stresses you out. "Break the big thing into smaller things. The smaller it is, the easier it is to estimate," says Jason Fried, co-author of *Rework: Change the Way You Work Forever* (\$29.95, Vermilion).

Make a top 10 list

"Master to-do lists can backfire because you just end up with a big inbox," says Julie Morgenstern, author of *Making Work Work* (amazon.com). Pick 10 important items, then choose the two most critical. Do those two first.

Keep two lists

Sunny Schleger, author of *Organizing for the Spirit* (\$20.95, John Wiley) says to keep one list for things that help others and one for things that help you. "Balance is important in lists as well as life. Factor in ways that increase your energy and your health." *wh*