

Why is it important to plan?

Open morning eyes and not want to get up, because I know — is to stick feet in Slippers, and everything goes in a circle: to pick up the children, prepare Breakfast, and then have to run to work. At work, in the evening do not want to leave, because at home waiting for the mountain of dirty dishes, dirty floors... And when you can simply play your favorite game or cuddling with my husband to watch your favorite movie? You do not get tired to ask myself the question: "Where is the end to all of this?"

First, calm down and soberly look at things, you need a plan, and urgent. Second, prepare a notebook and pen, maybe you will feel like a schoolgirl, but the first time it is better to record all the necessary things for the day. Let's learn to plan together.

Planning of working time

If you are committed and eager to improve on the career ladder, then you just need to plan working time and manage to do more than other employees. Here are some tips.

Make a to-do list. The most important plan on the first day of the week. When one thing finished, cross out the item, so you always see what is yet to master.

On the desktop there should be nothing distracting, all things to a minimum, only the Essentials: stationery, organizer, and the necessary papers with which you are working right now.

Select clear lunch time, so that the remaining points do not scatter their attention on snacks. To follow can be very useful clock that can choose among the different models of women's watches.

Always set yourself clear deadlines for the execution of the work assigned. If you finish it early, you will be [pay someone to write my research paper](#) kind of a bonus when you can enjoy a Cup of coffee or just enjoy the view from the window.

To say "no" is necessary. If you are a good employee and everybody wants to get advice or just to bring in an assistant, remember, it takes you a lot of time and effort. Returning to his work, attention is already distracted, because to switch from one case to another is always very difficult.

List of cases — a necessary thing for proper planning of time

Proper planning time at home

If saying "no" you can lock them out and plunge into your business, then home to do is simply impossible. First, dry and rough to communicate with children, not looking up from the hassle, is unacceptable, because it is beloved children and husband. Secondly, they are bored, and they need care and warmth. But want faster to alter and take the time to not only loved ones but also yourself. How to do everything — here are some simple tips:

From planning to leave. Ending a hard day, find the strength and take 5 minutes to clearly articulate and record the things that must be done tomorrow. This will help the next day to save time and avoid unplanned work.

Divide your house into zones: bathroom, bedroom, room, nursery, kitchen. No need to spend all day scrubbing the entire apartment. You can every day of the week to schedule the cleaning, only one zone.

No job on all your homework, do not forget that you live not alone. Let each household are clear responsibilities. If the children are still small, it is still necessary to gradually accustom them to the service, at first this can be done in the form of games.

If you already took up one thing, then do not switch to other, do not spray their attention, otherwise you will spend more time and work is not particularly high quality.

Business is certainly very good, without them all your development standing in place. But always remember about the rest, if he will be absent in your life, it forces absolutely will not stay and no matter how planned the day, work will be harder and harder.