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JUST ANOTHER MUMMY BLOG

TOP TIPS FOR

work at home

MUMS



Mama IS HUSTLIN'

Juggling mum life can be a struggle, throw a business into the mix and things can get overwhelming quicker than you can say “don’t eat that!”.

Whether it’s an existing home-based business and you’ve just had a baby, or your starting up a new business from scratch here are my tips as a work-at-home mum as how to manage boss lady life vs mama life.

Just like any business the overall structure, plan and routine will change and evolve over time this is the same when working this in with your kids. Nap times change and unfortunately disappear, and just when you think you’ve got things down pat, the kids are ready to throw a spanner in the works

Changing phases and routines is something we need to be mindful of when running a business from home with children. Be ready to adapt and change up the plan and how your business runs as your kids grow and change too.



Routine

Just like babies, your business will thrive off routine! This is especially important when you are juggling not only the kids but housework and day-to-day errands.

You will probably find that you will do multiple work time blocks per day which makes productivity achievable! Utilise nap time, screen time and also making up activities for the kids while you can work! Also waking up before the kids to set your work goals for the day and get a head start (ill talk more about this later).

Once you have a routine in place-stick to it! Don't waste precious time scrolling Instagram or doing housework. This is the time for work only. You will be shocked how much faster you will get tasks done when you know you have a time limit. It actually makes me a lot more productive sometimes when I have the kids home and I only have a certain amount of time. Below is my work routine when the kids are home. Remember this is what works for me and my kids! Your routine could look totally different but here it is for an idea! Some days if the kids are just over being home, I will take them to the play centre or fenced park with my laptop and work and watch them play!





CURRENT WORK FROM HOME ROUTINE

(THE DAYS THE KIDS ARE HOME AND I HAVE TO WORK)

- 5-5:30AM:** WAKE UP
COMPLETE TO DO LIST
- 6AM:** KIDS UP/ DRESSED/ BREAKFAST
- 7AM:** WHILE KIDS ARE EATING CHECK ANY URGENT
- 8-9AM:** EMAILS
- 10-11:00AM:** GO TO THE GYM
LUNCH
- 11:30AM:** KIDS DO CRAFTS/ PLAY
WILLOW GOES DOWN FOR A NAP
HARPER HAS QUIET TIME WATCHES A MOVIE
- 2PM:** STEPH IN OFFICE WORKING
WILLOW WAKES
- 4PM:** GIRLS HAVE AFTERNOON TEA
GIRLS CRAFTS/WATCH TV
- 5PM:** STEPH FINISHES UP WORK
- 7:30PM:** COOK DINNER
- 8-8:30PM:** KIDS GO TO BED
FINISH UP ANY URGENT WORK

I have made myself a schedule so that I still get a couple of hours quality time with the kids, but I also fit in a few hours of work as well.

The days the kids are at daycare it's all hands-on deck to get through as much as I can. I schedule Fridays to be a "work free day" so I take the kids to the park and just focus on them.

Working from home as a mum is an adjustment and some days will run smoother than others. That's just part of the gig but if you create a schedule that keeps you accountable and gives you some direction- it makes a world of difference.

Boundaries

Boundaries are so important when working from home in general; mother or not. People tend to assume because you work from home you can do what you want, when you want.

And whilst that's partly true you need to make sure your productive, besides you are the only one who can make sure things get done. You don't have a boss looking over your shoulder keeping you in line- you have to! This means delegating certain days for coffee catch ups and playdates and other days are strictly for work. You will thank yourself at the end of each day if you stick to your schedule!

Work ZONE

Create your own work zone! By this I mean a designated area, table, bench even a box that you can unpack that has your work essentials inside it! Whenever you are in that area or unpack that work box it means its go time! Keep it organised and clutter free. It's also a great idea to have it somewhere in the house that you can still keep an eye on the little ones (if they need supervision).

WORK ZONE CHECKLIST:

PLANNER

TO DO LIST

NOTEBOOK

LAPTOP

ANYTHING THAT INSPIRES YOU

YOUR SCHEDULE PRINTED AND LAMINATED!

Early bird

GETS THE WORM

I know once you become a parent sleep is the most valuable thing in your life. I know many of you will cringe when I ask you to get up earlier than the kids. But hear me out-having that extra hour to gather your thoughts and yourself before your little people start demanding chocolate for breakfast. This of course is going to demand on your lifestyle, job and your kids! I'm not going to ask you to get up earlier if you have a newborn and up every couple hours of the night feeding. You will know whether or not this is possible for you, and no, "I'm not a morning person" is not a valid excuse.

Morning routine sets you up for the entire day. So, if you start your day listening or reading to something inspirational, take that time to have a coffee alone to relax, your mind is going to be feeling energised and clear ready for the day! Since I've mastered my own morning routine, I am getting so much more done!

Accept SUPPORT!

This is a tip for any mother, working or not! Accepting support when you have little ones is so important for your general self-care. For some reason as parents we can all feel like we have to carry the family 24/7 but if a friend or family member offers to help you, whether that be babysitting or even making you a meal-say yes! Better yet ASK for help! The worst thing they can say is no. Having support around you as a mother and someone who works from home is so important!

Breathe

As a business owner who works from home with their kids it is so important to remember schedules can change.

I've learnt three things over the last year;

SET ACHIEVABLE WORK GOALS

ALLOW MORE TIME FOR TASKS

BREATHE!

Things change, the kids get sick and then of course all that work you have to do is the last thing on your mind. Allow yourself more time than you think for deadlines, errands and launches. It's always better to have more time than not enough. So, when you do come to these times where your work is piling up and your behind schedule - breathe. Everyone goes through this and allowing yourself more time is going to prevent this from happening.

Being a work at home mum is an incredible position but can be very challenging and finding that balance can take some time. Be kind to yourself and keep trying out routines until you feel that it fits in with your work and family.

Mama Boss

CHECKLIST

ROUTINE

- WORK AROUND YOUR BABIES ROUTINE
- DONT FEEL GUILTY FOR WORKING WHILE BABY HAS INDEPENDANT PLAY OR SOME SCREEN TIME

BREATHE

- DON'T SET YOURSELF UP FOR FAILURE
- SET ACHIEVEABLE WORK GOALS
- ALLOW MORE TIME THAN PRE-BABY

WORK ZONE

- DESIGNATE AN AREA OR EVEN A TUB THAT HAS YOUR WORK STUFF
- TRY TO MAKE THIS AREA A WORK ONLY AREA

HAVE SUPPORT

- SAY YES TO HELP
- DONT BE AFRAID TO ASK FOR SUPPORT

Mama Boss

SCHEDULE

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

WEEKEND