



Love



Universal Mom

Time Management Secrets for Working Moms

...inside or outside the home



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This three part webinar series will show you how to make the most effective use of your time, so you can succeed in the workplace, get organized and still have time for your children and yourself.

It will be filled with practical tips and advice.



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Part 1

Dividing Work, Home and Personal Time

This webinar will focus on taking a time survey to understand how much time you really need for work, for home and for your personal time.

Moms work overtime and in many capacities. This webinar will show you how you can work and have a life at the same time, while not skimping on family or personal time.

Can it be done? Absolutely.



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Part 2

Understanding the Need to Take Control of Your Time and Energy

We have a tendency to try to outrun the clock and that will never bring success. Rather, it's about taking control of your time by being strict but loving with your boundaries. If you don't keep your boundaries, no one else will.

In this webinar you will learn the three best ways to make healthy and loving boundaries and take back your time with more energy.



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Part 3

Learning to Relax While Still Getting Things Done

This may seem like a trick statement when you first read it. But, I can tell you have working with thousands of moms, this is real and achievable. The more tension you bring to a task the more time it will take to do it. It's physiological. The brain either focuses on the hardship of the task or getting the task done.

You'll learn the three best ways to pull out of overwhelm and create more productivity in each area of your life.