



THE FOCUS & FLOW FOR PARENTS WORKBOOK

Feeling frazzled with childcare?

Move forward with focus & get in flow,
even with toddlers ruling your day!

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FIGHTING AGAINST PRESSURE

Understandably right now with everything going on you might be feeling overloaded & overwhelmed.

Trying to keep up with the demands of your work?

Trying to ensure you make Zoom school classes?

Feel like you're fighting fire but can't keep up?

You're stressed because you feel like you might fail?

Do you have this uneasy feeling you might lose your job?

Feel like you're being a bad parent?

Tune in to your heart and listen.

In the space below, write down the fears that are coming up for you.

Reframe Your Mindset

Still feeling stuck? What stories are you telling yourself?



WHAT HAPPENED?

The trigger for worry, anxiety, stress.

WHAT DOES THE WORRY/ BELIEF/ STORY/ INTERPRETATION OF THE SITUATION SAY?

They don't care?
You're going to fail?
You're not good enough?

HOW TRUE IS THAT?

What are the facts?
That you are successful?
That you are good enough.
That you are smart.
That you always succeed.

WHAT WOULD YOU SAY TO A FRIEND?

Knowing what you know what would you say to a friend?
What is an alternative interpretation of the situation?

PLANNING YOUR DAY

Carry out a 360 degree assessment of your day, and let's establish the facts in terms of what you have to work with!

How many hours do I have in a day?

How many hours do I have in a week?

Look at your calendar and calculate your possible working hours.

Make sure to carry out this exercise realistically, and conservatively.

What are my priorities?

And in what order?

- Childcare
- Working
- Self-care
- Social/ Family check ins
- Working out/exercise

Do you have a partner?

Any resources to help babysit?

We also factor in the virtual sitter - Disney+ 😊

TIME BLOCKING

Time blocking is simply scheduling time for tasks you want to get done, one task at a time, in a given 2-3 hour window.

If you have a partner, try to collaborate. How can you work together as a team on the childcare. If you are a single parent or your partner is a key-worker, that's ok.

We factor in what we have...

With time blocking, you choose just one thing to do in a time frame.

For example: 9:00 - 11:00 - work on client project.

In that time frame, there's no checking emails, social media, doing that bit of admin work, making cups of coffee, laundry etc.

In that time frame, your partner is on the clock, OR - you do your best with Disney +.

You commit to carrying out the work you have committed to doing in that allocated time frame.

PRIORITIZE

To help determine your priorities and urgency of your tasks, I am a massive fan of using the Eisenhower Matrix, (so was Stephen Covey, author of *The Seven Habits of Highly Effective People*).

I have adapted his system over the years for use in work and life tasks. I now use a digital priorities list, using Asana. For now, simply grab a piece of paper.

The Eisenhower Decision Matrix



JUST ONE THING & YOUR WIN LIST

What is one thing you can tackle today? One thing you can do well?

In non-COVID times, I'd suggest that clients go after 3 tasks a day to check off their list.

But at the moment we need to be responsive and reactive to our new normal. So what is one thing you can do, and one thing you can do well?

Now we've got that sorted, let's work on your #WIN list.

Start recording and writing down your impact, and what you've done well. Looking back at this at the end of the week, you'll see the micro steps that you have taken.

Final Thoughts

SELF-CARE

Put your own oxygen mask on first. If you are feeling like you are drowning.

If you are feeling like everything is too much. Now is time to hit pause and put on your own oxygen mask. Music, a walk, a long bath...



DO A LIFE AUDIT

What are you working on right now? As mothers we are juggling childcare, and trying to work. Are you placing expectations on yourself to work 40+ hours with only 20 available now? Where are you allocating your time. Take an audit and give yourself grace.



MICRO STEPS

What one small step can you take to keep moving forward. Every micro step you take is a vote towards where you want to go and who you want to be! You've got this. As Dory says, "just keep swimming"



WIN LIST

Feel like your plates are starting to fall, celebrate those wins. Write a win list, with anything positive you have achieved in the day! Even if it's something as simple as nap time.



GRATTITUDE

Neuro-science shows that it is actually not possible to be anxious or worry at the same time as being grateful. When you are feeling worry. Grab a journal, and list 3 things you are grateful for right now! It could be as simple as the air you breathe, or the food in your fridge!



LIFE DESIGN FOR



Lawyers

Charlotte Smith started her career as an employment lawyer in the UK for big names clients in the aviation & leisure sectors.

In 2014 she left practice and now helps attorneys, law firm leaders & general counsel move from overloaded to limitless through her signature "Life Design for Lawyers" program.

Charlotte is based in Silicon Valley and works with clients internationally.

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