

SELF- MANAGEMENT NOTES

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Self-Management

SELF -MANAGEMENT

*Focus on the Things That
You Can Powerfully Influence*



Since self-management is the real issue, it's important to focus on the things that we **can** control. Even the word control isn't 100% accurate. If nothing else, 2020 taught us that we don't really control much so let's reword my presentation title to "**Self-Management: Focus on the Things That You Can Powerfully Influence**".

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I am Kimberly Coleman.
I am here because I enjoy helping moms make their lives
less difficult and more fun.

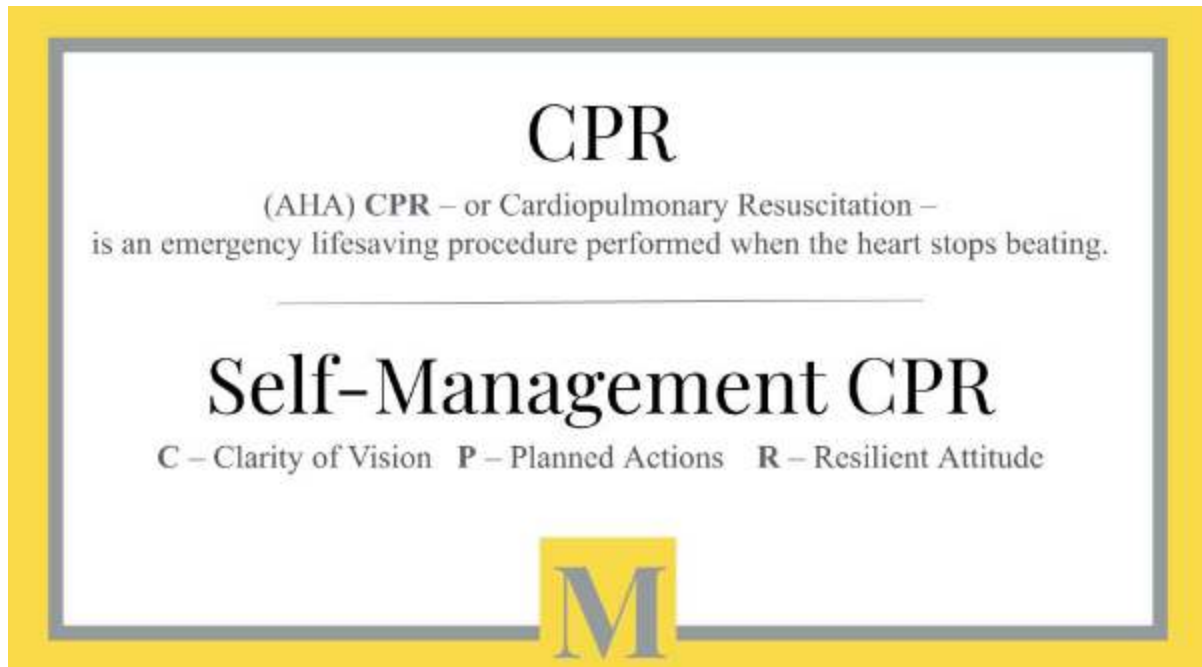
As I mentioned, my name is Kimberly Coleman. As the sign that I'm holding in the picture states, "**I support women who march to the beat of their own drum.**" I am here because I enjoy helping moms make their lives less difficult and more fun.

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Like many of you, I juggle many roles. I'm a wife to an amazing public high school math teacher; a remote-schooling mom to two wonderful teen sons, a daughter to two fun-loving parents, a work from home professional content creator, a volunteer leader at my church and so much more.

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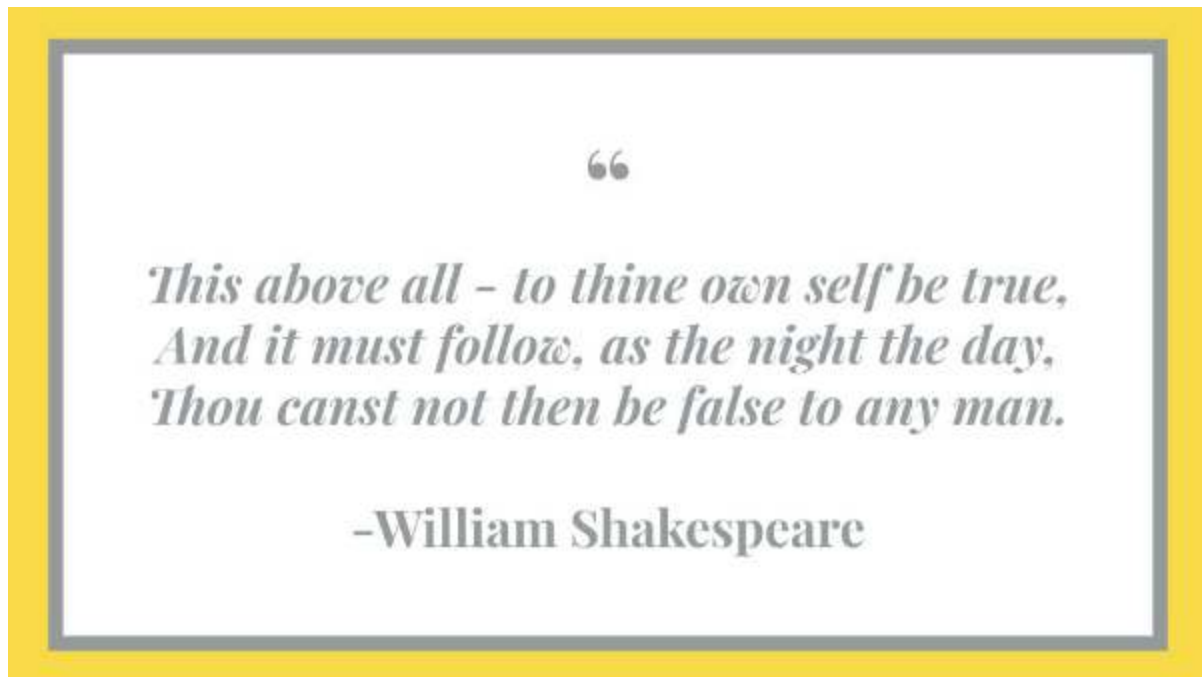
I like acronyms so I'll be discussing self-management CPR. I really believe that self-management can be a quality of life saver – especially for parents who work from home. Many of us are doing our paid work while taking on more home and family responsibilities since many of our kids are distance learning. It can be a lot - both mentally and physically. I hope that these three self-management CPR strategies will help to bring more joy and peace into your lives as work from home parents.

C – Clarity of Vision P – Planned Actions R – Resilient Attitude

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Clarity of Vision

The C in CPR is for clarity of vision. A question that I like to ask (to both others and myself) when we are unhappy with certain areas of life is: **What do YOU want?** It really is a discipline to train ourselves to focus on what we want instead of what we don't want. One of my all-time favorite quotes is from William Shakespeare because it's so relevant.



It's a powerful reminder to listen to our inner voices when making life choices.

In order to get clear about what we want our lives to be like, it's important to ask the right questions.

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A couple of questions for you to consider.

1. What is my priority? By definition, there can only be one thing that comes first. The etymology of the word priority defines the word as the "fact or condition of coming first in importance or requiring immediate attention; thing regarded as more important than another or others."



After determining your priority, it's also good to ask:

2. What are the next most important areas of my life? What else is important to me?

One of the most important things to remember is that your priorities and what's important to you don't have to make sense to anyone else. You're asking yourself what do **you** want, not what others want or think that you should want. Instead, pay attention to both **your** head and your heart.

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Other questions that are good to consider at this point

- What is something that I enjoy that is currently missing from my life? How can I incorporate that into my current reality?
- If I were to look back a year from now, what would I like to see has changed?
- **WHY** do I **really** want to change?
- If fear was a non-issue, what goals would I pursue?

Action Step

The first set of **action steps** is for you to **write down your top priority and up to 2 other areas of life that are important to you right now**. Next to each thing, take some time to write out what you want in that area. (What do you want to have/do/be/give? How do you want to FEEL in that area?)

Top Priority

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Remember that you (almost) always have a choice regarding the things that you do so take ownership of your choices and plan accordingly. If something aligns with your vision, then include it. If it doesn't, then strongly consider whether it should be a yes or no. Whenever you say yes to a commitment, just realize that you're saying no to something else. Your choices make a difference so make good ones.

It takes courage to live according to our plans. This can be especially challenging for people pleasers. If that's your reality, get help with setting boundaries – either from someone in your personal circle or a professional.

As entrepreneur trainer Fabienne Fredrickson, says:



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I share my detailed weekly planning routine in the [4 Habits That Will Increase Productivity at Work](#) post. Basically, I do a brain dump of everything that I can think of that needs to get accomplished for the week. I first schedule calendar items (like business meetings or doctor's appointments). Then, I go through the rest of the list and use my *"D" system – do, dump, delegate or defer*– based on my current priority and what's important to me.

I don't just decide what I'm going to do but I also plan when I'm going to do it. *With advances in technology, I have also added *"automate"* as an option. I just can't think of a synonym for automating that starts with a "D".

Action Step

The second set of action steps starts with planning weekly actions for the area(s) of life that you wrote down in Step 1. Don't overwhelm yourself. Keep it to 1 to 3 actionable items for each of your chosen areas. Remember that the goal is to get you closer to what you want in life. Planning is not enough. You actually have to do what you plan.

"Top Priority" Action Items

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Resilient Attitude

The R in CPR stands for resilient attitude.

According to The American Psychological Association, resilience is

the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress

The good news is that we can learn how to build and improve this valuable skill. Resilience is like a muscle...it can grow if we cultivate it. As humans we can learn to adapt and adjust to challenges and disruption. Focusing on what we can control or powerfully influence helps to strengthen a resilient attitude. Even in challenging situations, we can be proactive by considering different options and solutions. We can learn tools to manage and to problem-solve.

It's okay to struggle. We don't have to be strong and perfectly self-managed all of the time. That is unrealistic. We're not robots. We can acknowledge our emotions and still not allow them to control us and prevent us from going after our goals.

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Resilience is essential because there are limits to our vision and plans. For instance, consider that we're almost into a full year of pandemic living. There have been unprecedented disruptions to our daily lives. Many of our children are remote-learning – either part-time or full-time. Many of us have lost a lot – experiences, childcare, jobs, income and even loved ones – due to COVID-19.

In addition, as parents, we have concerns about our kids' emotional, social and academic health. While resilience allows us to eventually bounce back even stronger than before, it's so important that we give ourselves (and others) abundant grace.



I'll end by sharing that *Remembering my WHY is the number one thing that helps me to be resilient.* I became a work from home mom so that I could be available time-wise for my sons while still helping to provide financially for my family. I'm very grateful that I have been able to do both for the past 15+ years.

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Everyone has a different “WHY”. Figure out yours and keep it at the forefront of your mind. I also recommend having it written down somewhere visible. That visual reminder provides encouragement on the most challenging days.

Action Step

The last set of Action Steps include coming up with a resiliency plan for the area(s) of life that you wrote down at the beginning. Anticipate challenges and disruptions and plan how you will respond. Most importantly, be clear on your WHY.

My “WHY”

“Top Priority” Resiliency Plan

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- *Lastly, I keep my WHY top of mind. I believe that health is a gift from God so I want to be in good health. I also feel better – mentally and physically – when I'm making healthy choices.*

Ultimately, I want to enjoy a long, healthy life with my loved ones. I'm aware that I can't control length and quality of life. (I know super health-conscious people who have become ill or died young.) I **can** powerfully influence my health outcomes based on my choices though. That is what self-management is all about – **doing my part!**

I hope that you found my session helpful. As mentioned, you can find some of my favorite self-management resources along with the FREE 50-Page *Remote-Schooling Moms* Ebook at <https://www.mominthecity.com/self-management/>.

You can also connect with me directly at kcoleman@mominthecity.com. Thank you for your time and attention.

About Kimberly

Kimberly Coleman has a BA in History–Sociology from Columbia College. She spent a decade in corporate America working on finance and research projects at companies including Salomon Smith Barney and Time Inc.

After the birth of her first son, Kimberly became a work from home mom in 2004. She has been a professional lifestyle blogger – on her personal blog *Mom in the City*, a food blog and for various brand sites (Disney's *ParentZone* and *CBS*). She has also consulted multiple brands regarding connecting with the mom community.

Kimberly believes in multiple streams of income. In addition to her website, Kimberly designs digital and physical products and offers limited accountability capability coaching to moms. You can reach Kimberly at kcoleman@mominthecity.com.