



21 day  
**TIME  
MANAGEMENT**  
challenge

Connie Albers



# Welcome!

Hey Mama, I know your plate is full. Finding time to breathe can feel like a luxury between the never-ending to-do list, managing your home, helping your kids, and maybe even juggling work. But what if I told you that a few simple shifts could help you feel more organized, less frazzled, and even carve out time for the things that fill your soul?

That's why I created this 21-Day Time Management Challenge. It's designed with real-life moms in mind. Each day, you'll receive a gentle, doable prompt that helps you build rhythms and routines that actually work in your world.



Connie

Psalm 90:12



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# WEEK ONE

## SETTING *The* FOUNDATION



*“You can do anything,  
but not everything.”*

DAVID ALLEN

# DAY 1: TIME AUDIT

Track your activities for the day in 15-minute intervals. Identify time-wasting habits and areas for improvement.

	:00	:15	:30	:45
5 AM				
6 AM				
7 AM				
8 AM				
9 AM				
10 AM				
11 AM				
12 PM				
1 PM				
2 PM				
3 PM				

4 PM				
5 PM				
6 PM				
7 PM				
8 PM				
9 PM				
10 PM				
11 PM				

**TIME-WASTING HABITS**

**AREAS TO IMPROVE**

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## DAY 2: PRIORITIZATION

Create a to-do list for the week and prioritize tasks using the *Eisenhower Matrix* (urgent/important). Focus on high-priority items.

### IMPORTANT | URGENT

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### IMPORTANT | NOT URGENT

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### URGENT | NOT IMPORTANT

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### NOT IMPORTANT OR URGENT

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## DAY 3: SET GOALS

Set a SMART goal for the month by breaking it down into actionable steps.

# S

SPECIFIC

# M

MEASUREABLE

# A

ACHIEVABLE

# R

RELEVANT

# T

TIMELY

What is your goal?

How will you keep track of your progress?

Make a plan to achieve your goal.

How will this goal help you?

What is your timeline for reaching this goal?

# DAY 4: TIME BLOCKING

Plan your day by blocking out specific time slots for different tasks and activities, including breaks.

6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 AM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	

# WEEKLY TIME BLOCKING - MORNING

TIME	SUN	MON	TUE	WED	THU	FRI	SAT
12 AM							
1 AM							
2 AM							
3 AM							
4 AM							
5 AM							
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							

# WEEKLY TIME BLOCKING - EVENING

TIME	SUN	MON	TUE	WED	THU	FRI	SAT
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							

## DAY 5: WORKSPACE DECLUTTER

Organize your workspace to limit distractions and create an environment that makes it easy to focus.

Clean off the top of your desk. Keep only the items you regularly use and need closeby.	<input type="checkbox"/>
Empty desk drawers and cabinets, then sort the items into piles of essentials and non-essentials.	<input type="checkbox"/>
Do not organize or replace anything until all areas have been emptied, decluttered, and sorted.	<input type="checkbox"/>
Wipe down desktop, drawers, and cabinets.	<input type="checkbox"/>
Rehome anything that is not an office essential.	<input type="checkbox"/>
Organize your essentials pile and think of where you'd like to have them.	<input type="checkbox"/>
Organize the area you work in by what you need the most.	<input type="checkbox"/>
Use drawer dividers to create sections in drawers. Use magazine holders and baskets to keep things neatly contained.	<input type="checkbox"/>
Establish a daily routine of resetting your workspace so it is neat and orderly for the next day.	<input type="checkbox"/>





## WEEK TWO

# Building **PRODUCTIVITY HABITS**



*“The way to get started  
is to quit talking and  
begin doing.”*

WALT DISNEY

## DAY 8: POMODORO TECHNIQUE

Try the *Pomodoro Technique*—work for 25 minutes, then take a 5-minute break. Repeat for four cycles and then take a longer break.

TASK	25	25	25	25
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

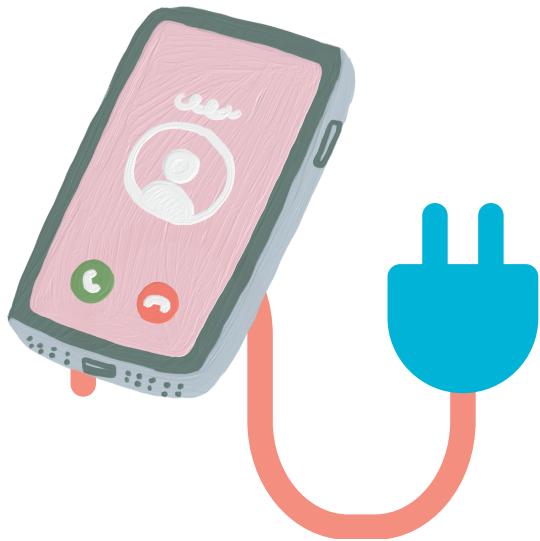
# DAY 9: DIGITAL DETOX

Designate specific periods of the day to check emails and social media. Turn off social notifications during work hours.

	:00	:15	:30	:45
5 AM				
6 AM				
7 AM				
8 AM				
9 AM				
10 AM				
11 AM				
12 PM				
1 PM				
2 PM				
3 PM				

4 PM				
5 PM				
6 PM				
7 PM				
8 PM				
9 PM				
10 PM				
11 PM				

**NOTES**




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# DAY 10: TASK BATCHING

Group similar tasks together to maximize efficiency. For example, tackle all your email responses at once.


## DAY 11: DELEGATE

Identify tasks that can be delegated or outsourced to free up your time for more important responsibilities.

TASK	GIVEN TO	DONE
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

## DAY 12: TIME MANAGEMENT TOOLS

Explore time management apps or tools that can help you track tasks, set reminders, and stay organized.

### CALENDARS

### ORGANIZATION

### APPS

### OTHER

## DAY 13: TASK OR HABIT STACKING

Incorporate time management into existing routines.

**IDENTIFY TASK/HABIT 1:** *Have coffee each morning*

**IDENTIFY TASK/HABIT 2:** *Plan my day*

**PAIR THE TASKS/HABITS:** *Plan my day while having coffee*

TASK/HABIT 1	TASK/HABIT 2	PAIR THEM TOGETHER

# DAY 14: DON'T MULTITASK

Commit to single-tasking. Focus on one task at a time to improve quality and efficiency.

RANK	TO-DO LIST	DONE
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
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## WEEK THREE

# Personalizing **TIME MANAGEMENT**



*“Effective time management isn’t just about maximizing your time; it’s about aligning it with your personal goals and values for meaningful outcomes.”*

CONNIE ALBERS

## DAY 15: REVISIT THE MATRIX

Now that a few weeks have passed since your first *Eisenhower Matrix*, revisit your lists and see if your priorities have changed.

### IMPORTANT | URGENT

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### IMPORTANT | NOT URGENT

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### URGENT | NOT IMPORTANT

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### NOT IMPORTANT OR URGENT

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# DAY 16: ENERGY PEAKS

Identify your energy peaks and lows throughout the day. Schedule high-priority tasks during your peak hours.

	LOW	MEDIUM	HIGH
5 AM			
6 AM			
7 AM			
8 AM			
9 AM			
10 AM			
11 AM			
12 PM			
1 PM			
2 PM			
3 PM			

4 PM			
5 PM			
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9 PM			
10 PM			
11 PM			

## NOTES

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# DAY 17: TIME TRACKING

Spend time tracking how long your tasks take from start to finish.



## TASK / TIME SPENT

●	_____
●	_____
●	_____
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## DAY 18: LEARN TO SAY NO

Master the art of declining non-urgent commitments or requests that could disrupt your schedule.

Keep a list of things that pop up and consume your time, but not urgent. Think about ways to delegate or decline in the upcoming week.




# DAY 19: MINDFULNESS

During breaks in your schedule, practice mindfulness or relaxation techniques to recharge and stay focused.

### WHEN

### HOW YOU RECHARGE

During morning routine	
Lunchtime break	
During afternoon routine	
During evening wind-down	

# DAY 20: TRACK OF UNEXPECTED CHANGES

Tracking unexpected events or changes will show you when to build in extra time in schedule.

6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 AM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	





THANK YOU FROM  
CONNIE ALBERS



**My Prayer Journal**



**5 Fears**



**Equipped To Be**

**Scan the QR boxes above for our Free Prayer Journal, 5 Fears Book, and listen to our Equipped To Be Podcast**



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