

*Dear ambitious mom,
Welcome, inspired dreamer,
Hello you, creative soul,*



I'm Julia Crosswood, a self-published author, a teacher,
an avid reader and a mom.

I used to drive home from work with lots of ideas and no energy.
So instead of working on my ideas, I ended up doing something else.

Or nothing at all.

Absolutely no mental or physical energy.

No motivation.

Only discouragement.

Until I found a way.

A plan that helped me in getting more things done.

A guide toward my goal, even if I was taking small steps.

Until I realized those small steps
resulted in big changes long-term.

I hope this will help you.

Motivate you.

Inspire you.

To be creative.

And to have (tons of) energy
for the crazy things you love to do.

Good luck!

Julia

Julia Crosswood

Step one: *All your ideas in one place*

OPTIONS

1. A mind map on paper (see attachment)
2. A digital mind map (www.coggle.it)
3. Use a program (for example: OneNote (Microsoft Office))
Use an app (for example: Evernote)
4. An app on your phone (Todoist or Evernote)

TIP

Find something to keep track of your ideas during the day.
For example: a notebook or an app on your phone.

Step two: *Organize your ideas*

POSSIBLE WAY TO SORT THINGS:

Daily, weekly, monthly, urgent, intensity, duration, ...
There are endless possibilities.
Find out what works for you.

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Step three: *Set monthly goals*

FIRST

Get yourself a (digital) planner
For example: an Erin Condren Lifeplanner

SECOND

Use your mind map or list of ideas to plan your month(s)

TIP

- A Sticky Note for frequent tasks.
- Divide a task into subtasks.

*That way you can plan your weeks and days with achievable goals.
And remember: less is more.*

Step Four: *Set weekly/daily goals*

FIRST

Find a suitable moment, for example Sunday night, to plan your week.

SECOND

Use your monthly plan to schedule your week/days.

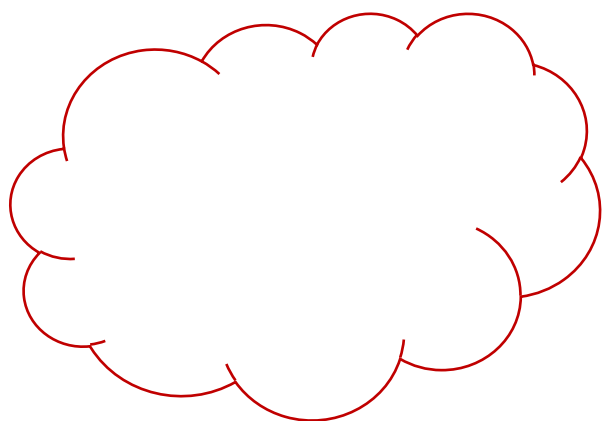
THIRD

Keep track of what you've done:
mark what's finished/unfinished.

TIP

Check the night before what you've planned for the next day.
That way, you'll have a good/the right mindset,
even before you've started the day.

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Attachment

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