



Life coach

Author **Jessica Chivers**

discusses the benefits of planning ahead for Christmas



Jot down things to do as you think of them

– or not. Being able to say no is a key item in any well-organised woman’s toolkit. If you like to say yes, consider how you can agree to part of someone’s request, but not all of it.

Use a week-to-view diary to write ‘to-do’ lists rather than appointments. Writing down your work and home tasks in one place gives you a snapshot of what needs doing in any one week. It also helps you plan ahead by jotting things down as you think of them.



e’re coming up to a busy time of year when most of us take on too much.

You can stay organised, though, if you follow some simple strategies. Only say yes to something – a Christmas party, for example – you’d be happy to do tomorrow. It’s easy to think an event you’re not keen on doing now will be attractive nearer the time. It probably won’t!

When that little voice in your head asks ‘Am I taking on too much?’ that’s a warning that you probably are. Use that as a guide to what else you take on

up to 50 per cent longer than you anticipate, especially if you’re relying on others to do them. Put slack in your system by leaving gaps in your day rather than scheduling things back to back.

Decide your top three priorities for the day ahead before you get out of bed and let completing those be your measure of organisational success.



» *Mothers Work! How to Get a Grip on Guilt and Make a Smooth Return to Work* by Jessica Chivers is out now (Hay House, £10.99); www.jessicachivers.com