



Our amazing HAFDC Family Day Care Educators work incredibly hard to ensure that they are compliant and offering the highest quality care for their families. There are many tasks that need to be completed each day. Many Educators reflect that there is not enough time in the day and this sometimes creates stressful moments. Having strong time management is a good way to take care of your wellbeing.

Below are some strategies for managing your time and being mindful throughout your day.

- Keep a to do list displayed so that when you have a free minute you can check something off the list. When you tick something off, ensure you do it mindfully to give yourself the satisfaction of achievement.
- Learn to prioritise and focus on the most important tasks. Delegate if you can.
- Make a start and get on a role. Make the most of every minute! Thrive on being busy rather than becoming stressed by it.
- Find what motivates and inspires you – it could be music, it could be coffee.
- Complete tasks first thing in the morning or last thing of an afternoon when not as many children are in care.
- Learn to say no. You can do anything, but not everything!
- Clean up as you go so there's not as much mess at the end of the day.
- Do timesheets at the end of everyday so you don't have to do them in one big lot.
- Keep phone calls short, and let visitors and household members know that you are working so can't spend all of your time entertaining them.
- Keep social media and non work related Internet use to a minimum.
- Choose days to stay at home without excursions. Give yourself a bit of extra time to complete tasks at home.
- Keep your paperwork systems as organised as possible. Schedule in time to keep your storage and filing up to date.
- Do everything you can while its fresh in your mind, that way it will take less time to think about it. Do it right the first time so that you don't have to redo.
- Have checklists and routines in place that guide your day.
- Keep activities and paperwork as simple as possible, don't overthink and complicate. Stick to what you are strong at.
- Get yourself in the mindset that we are professionals that need to work hard on all aspects of the job.
- Respect that the children are under 5 and they are still learning to wait, listen and play.
- Encourage the children to be as independent as possible with packing up and following routines.
- When completing paperwork have 'easy clean up' activities out.
- Stick with your 'knock off' time and leave work at work.
- Take one step at a time to keep a clear mind.
- Ensure you allow yourself some 'me time' during each day to take care of yourself.

**Either you run
the day, or the
day runs you.**

— Jim Rohn

Don't be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a week's value out of a year while another man gets a full year's value out of a week.

Charles Richards