

FREEDOM
Strategies
to Help You
Flourish at Home

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“All we have to decide is
what to do with the time
that is given to us.”

~ J.R.R. Tolkien

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Time management
is
life management.

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Focus
Reflect
Educate
Eliminate
Discipline
Organize
Multitask

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FOCUS

- What is it that only you CAN do?
- What is it that only you SHOULD do?

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FOCUS

“Things that matter most
must never be at the mercy
of things that matter least.”
~ Johann Wolfgang von Goethe

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FOCUS

Identify your Big Dream:

- What would I be doing if nothing stood in my way?
- What stands in my way?
- What do I need to do to achieve my goals?

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FOCUS

The Hedgehog Concept

- What can you be the best in the world at?
- What drives your economic engine?
- What are you deeply passionate about?

(Jim Collins, *Good to Great*)

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FOCUS

“Do what you can,
with what you have,
where you are.”

~ Teddy Roosevelt

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REFLECT

“Two sure ways to fail:
think and never do,
or do and never think.”
~ Zig Ziglar

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REFLECT

- Identify your priorities.
- Set specific, measurable goals in 3 areas:
 - Personal
 - Family
 - Business

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REFLECT

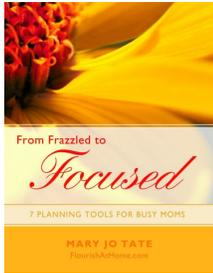
- Ask yourself tough questions.
- Be honest about your motivations.
- Work with a friend, coach, accountability partner, or mastermind team.

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REFLECT

Your Big Dream
and Yearly Goals
should drive your
Monthly Calendar,
Weekly Plans,
and Daily Tasks.

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EDUCATE

“You are who you are and what you are because of what has gone into your mind. You can change who you are and what you are by changing what goes into your mind.”

~ Zig Ziglar

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EDUCATE

- Educate yourself as well as your children.
- Learn new ideas and strategies for all 3 life areas: personal, family, and business.

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EDUCATE

- Make your own education a priority.

“Read at every wait; read at all hours; read within leisure; read in times of labor; read as one goes in; read as one goes out. The task of the educated mind is simply put: read to lead.”

~ Cicero

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EDUCATE

- Take action on what you learn.
- Take notes while you read.
- Mark your books as you read.
- Make sure your children see you reading.

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EDUCATE

“Reading is to the mind
what exercise is to the body.”
~ Richard Steele

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EDUCATE

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ELIMINATE

Make time for what you need to focus on by eliminating anything that doesn't fit your goals and priorities:

- Activities
- Counterproductive mindsets
- Bad attitudes
- Stuff

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ELIMINATE

Just
Say
No!

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ELIMINATE

Opportunity
≠
Obligation

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ELIMINATE

Create a
Stop-Doing List.

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ELIMINATE

Delegate

- Housework, laundry, cooking
- Homeschool co-ops
- Techno-servants

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ELIMINATE

Outsource

- Pay someone else to do household and business tasks.
- Works best if the cost is less than the hourly value of your own time.

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ELIMINATE

"If we really have too much to do, there are some items on the agenda which God did not put there. Let us submit the list to Him and ask Him to indicate which items we must delete. There is always time to do the will of God. If we are too busy to do that, we are too busy."

~ Elisabeth Elliot

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DISCIPLINE

Self-discipline helps us avoid false guilt about taking care of ourselves wisely and avoid the true guilt that comes with self-indulgence.

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DISCIPLINE

"Self-discipline is the ability to make yourself do something you don't necessarily want to do, to get a result you would really like to have."

~ Andy Andrews

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DISCIPLINE

Self-discipline keeps us from abusing the freedom and flexibility of homeschooling and home business.

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DISCIPLINE

“A professional is someone who can do his best work when he doesn’t feel like it.”
~ Alistair Cooke

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DISCIPLINE

- Plan your priorities, then implement them.
- Work efficiently.
- Meet challenges with action, not avoidance.

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ORGANIZE

Organization is self-discipline applied in an orderly way to free you to focus on what's most important.

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ORGANIZE

- To organize your time, find out where it's already going by keeping a time log.
- Once you know how you're using your time, you can plan how to use it better.

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ORGANIZE

When your physical possessions are not organized, they cause frustration and steal your time.

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ORGANIZE

A Place for Everything
and
Everything in Its Place

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ORGANIZE

- Paper (hanging files, two-pocket folders, project boxes)
- Replace piles with lists.
- Make children responsible for their own stuff.
- Edit your stuff.

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MULTITASK

Focusing and
multitasking are not
contradictory.

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MULTITASK

DON'T:

Combine two thought-intensive tasks.

DO:

Combine a physical task and a mental task.

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MULTITASK

- Works for both parents and children
- Keep pen, paper, and book with you
- Quiz your child while cooking
- Dust or sort laundry while talking on phone
- Educational videos while folding laundry
- Audiobooks or memory songs in car

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MULTITASK

Use small blocks of time efficiently.

- Capture even brief opportunities to accomplish small tasks or small portions of bigger tasks.
- Make a list of things you can do in 5-, 10-, or 15-minute intervals.
- "I've learned to take better advantage of the time I have available instead of always wishing for bigger chunks of time to get things done." Stephanie in VA

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FREEDOM tools work together.

- Reflecting helps you identify your focus.
- Educating yourself opens your mind to possibilities.
- Eliminating and self-discipline help you maintain your focus.
- Organizing helps you eliminate the unnecessary.
- Multitasking frees time to reflect and educate.

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Use the **FREEDOM** tools wisely.

- You won't be paralyzed by what you can't do.
- You'll begin to find peace in the space between the ideal and reality.
- You'll enjoy a more productive, balanced life.

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