



Secrets to Being a Child Care Professional

Secret #2

"Too Much to do and Too Little Time"

Be proactive: the time to learn to swim is not when you are drowning.

Do you ever feel like the Mad Hatter in "Alice in Wonderland"? Take some time to answer the following questions: (yes or no)

- ***I feel as though I'm constantly racing from one activity to another.***
- ***I have a hard time focusing on one thing at a time.***
- ***I have been labeled a procrastinator by some friends and family.***
- ***I wish there were more than 24-hours in a day so I could get more done.***
- ***Sometimes I feel as though I'm managing a crises and not a program.***
- ***I have a hard time staying in the present without thinking of other things and/or people I should be taking care of.***
- ***I over-commit myself by biting off more than I can chew.***
- ***I have a difficult time prioritizing, because everything seems important.***
- ***My friends have suggested that I slow down, but I don't have the time.***
- ***Things just never seem to move fast enough or get done fast enough for me.***



If you checked yes to three or more of the above statements, I suggest that you find a nice quiet place to relax and consider a few of these helpful tips.

- 1) Get organized. You will feel more in control and will be better at carrying out your responsibilities.**
- 2) Carry a planner with you that has all your vital information.**
- 3) Make a daily list of things and people who need your attention. Take the two least important things off the list.**
- 4) Break tasks down into bite-size chunks.**
- 5) Schedule your workday, allowing for interruptions, unscheduled events, and problems.**
- 6) Don't plan out every minute of the day. Allow for spontaneous activities.**
- 7) Leave time open on the weekends for yourself, friends and family.**
- 8) Make procrastination a thing of the past. Do it right away!**
- 9) Bring busy work to do when you're waiting for appointments at the doctor's or dentist's office, or at the garage while getting your oil changed. Or, use this time for much needed relaxing. Don't use it for worrying.**
- 10) Offer praise to yourself for all you've accomplished.**

Would you like to receive one clock hour of training for reading "Secrets to being a Child Care Professional #2"?
If so, complete the worksheets at
www.tymthetrainer.com/onlinetraining.html
and follow the instructions.
A one-hour training certificate will be provided.