

The Gift of Time

*A Time Management Guide
for
Women Who Do It All*



BY. SUSANA GONZALEZ

DISCLAIMER

The information provided in this e-book is intended for general informational and educational purposes only and it is not a substitute for professional medical advice, diagnosis, or treatment.

While the tips and strategies shared here are designed to promote an effective time management, stress-free lifestyle and enhance overall well-being, they are not meant to replace the recommendations of your healthcare provider. Always consult your physician or other licensed health professionals before starting any health and wellness practices.

The author and publisher of this e-book disclaim any liability for any injury, loss, or damage incurred as a consequence of the use and application of any information presented here.



New Life Health Coaching, LLC

TABLE OF CONTENT

1. - Introduction.
2. - About the Author.
3. - The Connection Between Time Management & Stress.
4. - Organizing Your Tasks by Priority.
5. - Weekly Tasks by Priority.
6. - Transition with Ease.
7. - Tools That Help You Organize Your Day.
8. - Conclusion.
9. - Reflection.



INTRODUCTION

Hello Beautiful Woman,

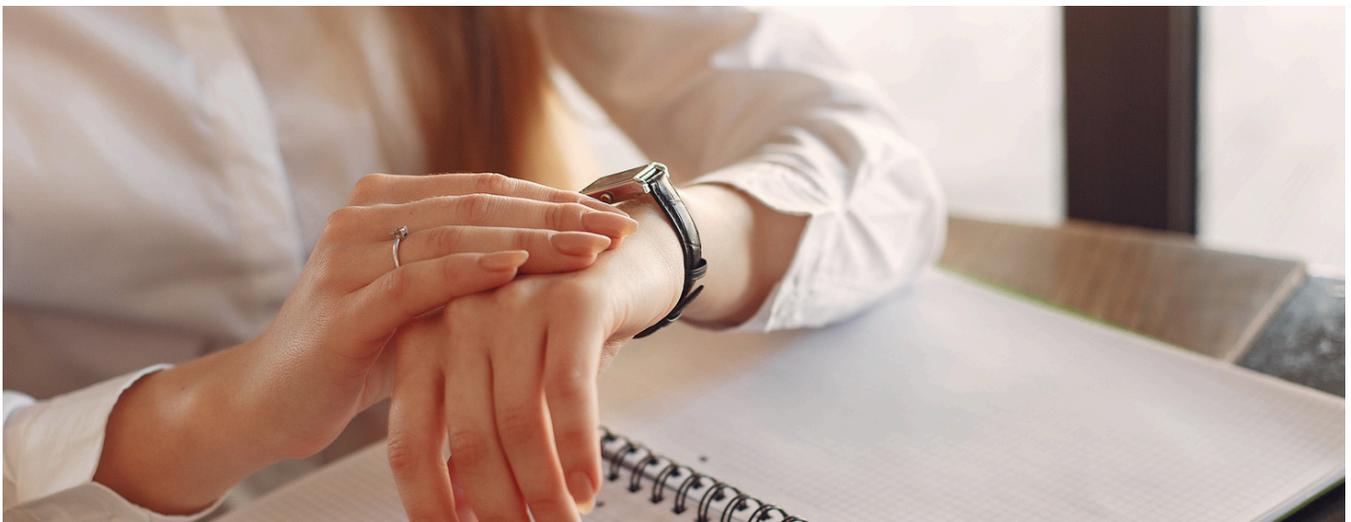
The words in this e-book were written for you, the busy woman with many roles, who is doing it all every single day; juggling motherhood, career, expectations, relationships, and more. Sometimes trying to meet all the needs and requirements that come your way can lead you to feeling exhausted and overwhelmed.

I hope this guide helps you find ways to manage your time and help you reduce stress; that you begin to create space for yourself, not just for all the commitments that demand your attention. Remember, you deserve to live a life of ease, centered and in control of your time.

Are you ready to take control of your time? I invite you to take the first step toward more peace, greater productivity, and a happier you.

It's time to hit reset!.

Susana Gonzalez, HC
Founder of New Life Health Coaching



ABOUT THE AUTHOR

Susana Gonzalez, MBA, HC

Susana is a graduate with a Bachelor's degree in Psychology from St. Leo University and holds a Master's degree in Business Administration (MBA) from the University of Phoenix. She is also a graduate from the Institute of Integrative Nutrition where she completed the IIN Certified Professional Health Coach program, and the Coaching Intensive Practicum program approved by the National Board of Health & Wellness Coaches (NBHWC).

Susana has also completed a specialized training in *Anxiety and Stress Disorder* through Harvard Health Publishing, Harvard Medical School, further deepening her expertise in stress management and emotional wellness.

She is passionate about educating women on stress, emotional wellness, and holistic health. As a holistic health and wellness coach, Susana empowers busy women to make intentional, sustainable lifestyle changes that support lasting balance, renewed energy, and a healthier, more fulfilling life.



The Connection Between Time Management & Stress.

Poor management of time can create stress. Feeling the pressure from all the things you want to accomplish and having to meet everyone's needs, can leave you feeling stressed out and overwhelmed. At times, you may not even know where your time went.

Taking control of your time, allows you to feel less pressured and the day feels more accomplished. Remember, it is not how many hours there are in the day, but how you manage it.

Identify Where Your Time Really Goes

Before you can take back control of your schedule, it's essential to get honest about how your time is currently being spent. Often, it is the major responsibilities and small habits and patterns that can drain your energy throughout the day. By tracking your activities, even for just a couple of days, you can begin to identify where your time is slipping away and what is truly serving you.

Here are a few common time-drainers many women experience:

Constant scrolling on social media - Checking in, even if just for a moment, can easily turn into a much longer period without you realizing it. If there is no clear, meaningful purpose such as searching for relaxation or inspirational apps, or educational tools, it might be stealing your time from the tasks you need to complete.

Saying "yes" too often - Whether it's work commitments, family requests, or social invitations, constantly agreeing to do everything can leave you exhausted. Setting boundaries isn't selfish, it's necessary.

Skipping meals because of your busy schedule - Your well-being is not an option; it is a priority. If your calendar is so full that you don't have time to nourish yourself, to pause, then it is time to reassess. Again, it is important to reevaluate where you are scheduling your priorities in your calendar.

Days with no breaks - Running nonstop from beginning to end is exhausting. It may sometimes feel productive, but it's not sustainable. You need to pause. Your body needs rest, even if just for a moment; your mind can also benefit from a recharge. You can take a few minutes and walk outside, stretch, or practice some deep breathing. These small actions don't take much time and they offer benefit in return. You will notice how much better your mind and body feel afterwards.

Reflect on these examples; the goal is to build awareness, without judgment of where you are spending your time. Once you pinpoint where your time and energy are going, make mindful changes; start with small shifts that support your peace, productivity, and purpose. You'll be surprised that as you reflect on your daily time management, you may even find other areas that may need restructuring.

Organizing Your Tasks by Priority.

One of the most powerful ways to reduce stress is by prioritizing with intention. Not all tasks require the same level of attention, and trying to treat them as if they do will probably make you feel overwhelmed and burnout. When you organize your responsibilities based on true priority, you create space for clarity, calm, and control.

Here is a helpful method; categorizing your task in three levels:

Important & Urgent – These tasks come with deadlines or are time-sensitive. They require immediate attention; they significantly impact your day. If these are ignored, may bring negative consequences at the end.

Important but Not Urgent - These tasks are important, they matter; however, they do not need to be done right away. Some examples are self-care appointments, planning long-term projects and organizing your space. These could be placed throughout your calendar; but it is important that you schedule them, so they don't get forgotten. Remember, these are not urgent but are important.

Important - Can Delegate - These are tasks that may feel like you have to do them, like overcommitting, and some that can be delegated; like running errands. Take some time to reflect on which tasks can be restructured; commitments you can say “no” to, and those that can be delegated so that it opens space to more important ones on your calendar.

As a reminder, not all responsibilities need immediate or urgent attention. It is important to place each one on the priority level it belongs to. Organizing your tasks by priority helps you be more focused. When you put this into practice, you'll find that your day flows more at ease, and you feel less stressed and overwhelmed.



WEEKLY TASKS BY PRIORITY

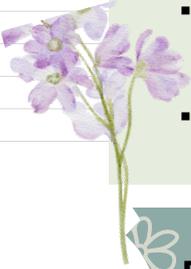
Priority Type:
Important & urgent

.....

.....

.....

.....



Priority Type:
Important, not urgent

.....

.....

.....

.....



Priority Type:
Important - can delegate

.....

.....

.....

.....



Transition with Ease.

Pause. Just for a moment. Breathe – Picture your daily routine, your work-home day.

Before you leave work and head home, or before you step out the door in the morning, give yourself permission to slow down and breathe. Being mindful of your transitions between roles and environments is sometimes overlooked, but it is very powerful because it allows you to reset your mindset and energy.

For many women, the end of the workday doesn't mean it is time for rest, the day continues to other responsibilities; those of home and family. You might leave your work and get into an immediate home-mode; thinking about dinner, family needs, or other things that still need to be done. This rushed transition can create tension, making it difficult for you to be fully present or grounded.

Have you ever asked yourself: what if I took a moment to pause before going forward with my next role? For example, before walking out of your workspace, stop and take a deep breath; acknowledge the work you did that day and allow the change to flow smoothly toward what's next; do not rush. This mindful moment helps release mental tension from the day, so you can show up at home with more presence and calm.

Apply the same approach as you prepare to go from home to work. Instead of starting your day rushing out the door, pause for a moment, take a deep breath. This helps you be mindful before starting your workday. Allow this simple technique to be a tool to set apart home life from work. You will be entering the working role peacefully and with intention. One powerful thing you can do is say: "I am entering my next role with calm, clarity and ease." These few techniques, or approach only take a short moment; however, they can transform the way you carry out your day.



Tools that Help You Organize Your Day.

Stress arises when we try to do it all. Managing your time effectively isn't just about trying to get more done, it's about being mindful of creating a space for what truly matters, including your health and wellness. Some helpful tools can support you in staying organized, reduce stress, and move through your day with purpose and clarity.

1. Daily Planner – Digital or Paper.

Whether you prefer the tangible feel of a beautiful paper planner or the convenience of a digital one, this tool is essential for organizing your to-do list, appointments, and priorities. This is not only used for tasks, but it can also be used to schedule specific time blocks for things like self-care, breaks, or even moments to pause. Planning your day with a balanced mindset helps you stay productive without feeling burned out.

Some planners include wellness prompts, gratitude sections, or habit trackers. These are a good idea to use to support your overall focus on your well-being.

2. Mindfulness & Calming Apps.

There are several helpful apps that offer guided meditations, calming music, breathing exercises, and sleep aids to help you reset. Taking just a few minutes of guided stillness of your choice; can help you improve focus, lower anxiety, and even boost your energy.

3. Affirmation Cards – DIY or Pre-Made.

Begin or end your day with a dose of positive intention by using affirmation cards. You can create your own or use a pre-made set. This can help shift your mindset, boost confidence, and ground your energy. You can start by choosing one card in the morning to guide your focus through the day, you can also keep a card at your desk and read it at mid-day as a simple mindfulness or gratitude practice.



Conclusion.

You have now reached the end of this guide; take a moment to celebrate the time you've invested in yourself. Reflecting on what you've read is a meaningful step. It helps you identify the areas of your day that may need more of your time, energy and intension. Maybe you've realized that you need to prioritize the most important tasks, or that you are always rushing and don't give yourself time to stop and breath. Whatever stood out for you in these pages, know that the sooner you begin applying what resonates, the sooner you'll start experiencing clarity, and the confidence that comes from having your day purposely organized. Doing this minimizes your level of stress.

I invite you to start taking control of your time today. Here are a few ideas to help you begin the process:

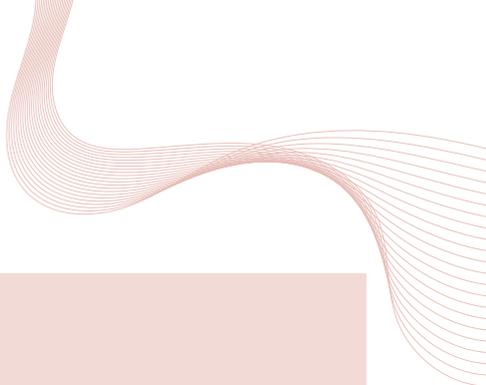
- Choose one area you want to begin working on today; either one discovered in this guide or one you already know needs your attention. Remember, you do not have to do it all at once. Tackling one thing at a time is a powerful advantage toward better time management and a more balanced life.
- Practice accountability – Regularly check-in on what you decided to work on. Don't be hard on yourself if something did not go as planned. The idea is to identify what is not working, grow from the experience and evolve as you move forward with the changes you are making.

I hope the tools and insights shared in this guide have supported you on your journey towards making positive lifestyle changes. Remember, you are in control of your time, and your time is valuable. You deserve a life filled with peace and joy.

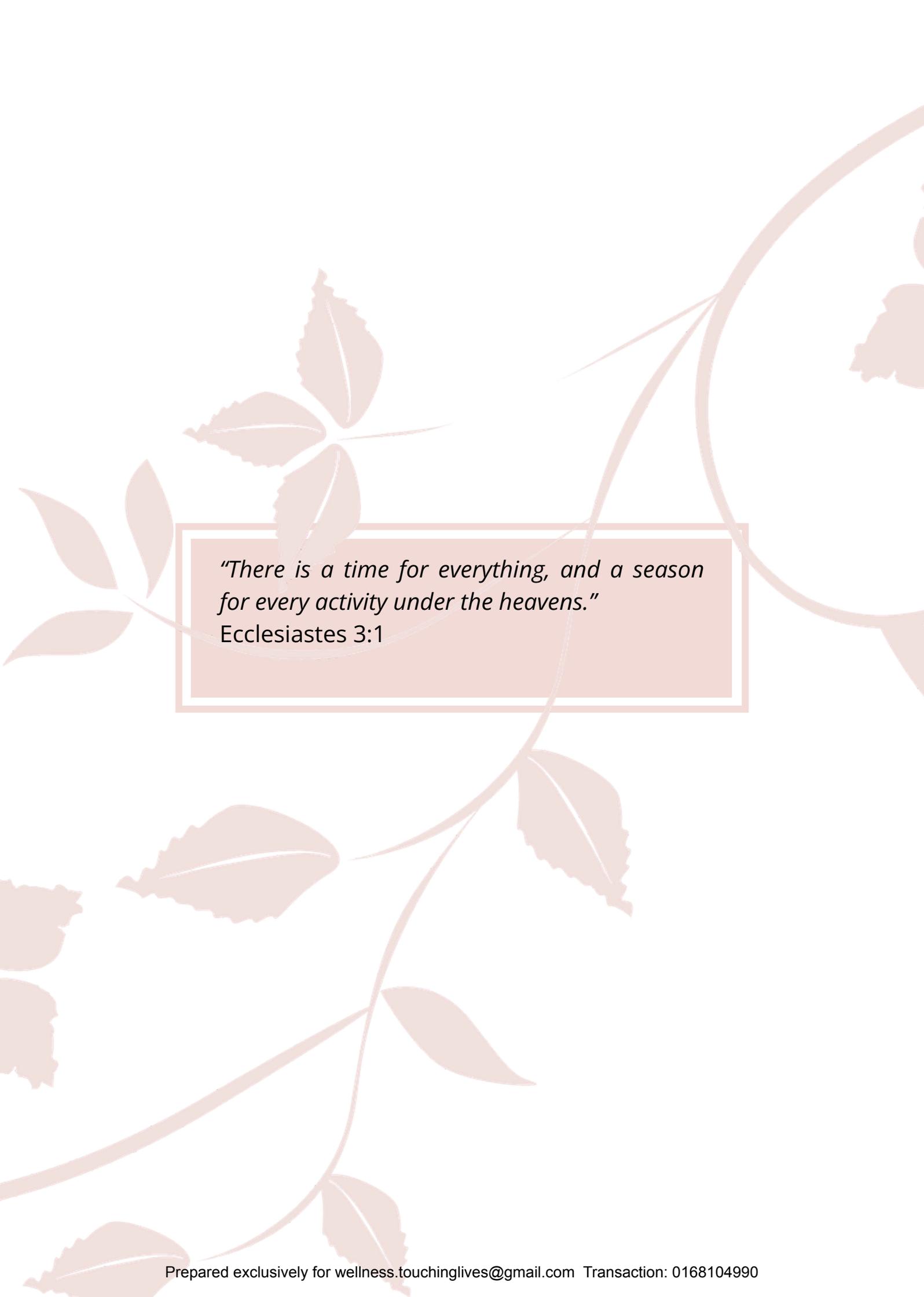
If you need more guidance or accountability to make these changes, I am here to support you. Feel free to reach out for more resources.



Reflection



A large rectangular area with a light pink background, containing 20 horizontal black lines for writing.



*"There is a time for everything, and a season
for every activity under the heavens."*

Ecclesiastes 3:1

