

EMPOWERED CONNECTIONS PART 5  
THE NEW NORMAL  
3 STEP TIME MANAGEMENT PLAN

*With Louise Anne Maurice*

# Disclaimer

- I am **not an affiliate** of these websites and at the time of taping this video, these online resources offered free sign-up to access basic plans.

# STEP #1

**DEFINE YOUR NEW NORMAL SOCIAL ROLES**

<https://penzu.com/>

- Use this FREE online journal to update your social role definitions as they have been impacted by the new normal. Answer the following questions to guide you:
- What are your new roles as Wife/Husband? What time does that subtract from your 24 hour day?
- What are your new roles as Mother/Father? What time does that subtract from your 24 hour day?
- What are your new roles as Daughter/Son? What time does that subtract from your 24 hour day?
- What are your new roles as a worker/business owner? What time does that subtract from your 24 hour day?

# STEP #2

**DEVELOP NEW NORMAL RULES TO ADD MORE  
TIME TO YOUR DAY**

# <https://clockify.me/time-management-app>

- Now that you have your updated definitions, develop collaboration rules to add more time to your schedule. Use this FREE online tool to assess the rules. Answer the following questions to guide you:
- What are your new rules as Wife/Husband? What time does that add back to your 24 hour day?
- What are your new rules as Mother/Father? What time does that add back to your 24 hour day?
- What are your new rules as Daughter/Son? ? What time does that add back to your 24 hour day?
- What are your new rules as a worker/business owner? What time does that add back to your 24 hour day?

# STEP #3

**DEVELOP NEW NORMAL COMMUNICATION  
SCRIPTS**

<https://trello.com/>

- Now that you have your updated definitions, you have developed collaboration rules to add more time to your schedule, use this FREE online tool to develop scripts to communicate the time management plan. Answer the following questions to guide you:
- What phrases can you develop to communicate to your Wife/Husband that you need their support? If you are unsure, ask them.
- What phrases can you develop to communicate to your children that you need their support? If you are unsure, ask them.
- What phrases can you develop to communicate to your parents that you need their support? If you are unsure, ask them.
- What phrases can you develop to communicate to your colleagues, clients or boss that you need their support? If you are unsure, ask them.



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