

TIPS FROM A CEO MOM FOR KEEPING IT ALL TOGETHER



Austin | Fowler

CHIC & ORGANIZED ON THE GO

Hi, I'm Steph!

MOM OF FOUR AND CEO OF AUSTIN | FOWLER

I don't know that anyone is immune to that feeling of overwhelm with everything we have on our plates. A feeling that can oftentimes be compounded if you're also trying to work outside the home, prioritize family, and get all of the things done!

Over the last couple of years through much trial and error, moments of exhaustion, and moments of pure joy and happiness, I've found some incredibly helpful ways to ensure that I accomplish the important things at work and at home while maintaining margin in my life and prioritizing time with family.





#1 TAKE TIME TO PLAN YOUR WEEK

I make sure I carve out time each Sunday afternoon to plan my week. I make sure school papers are signed, checks for the week are written, errands are assigned to a specific day, and anything that has to get done that week has been assigned to a certain day for completion. This frees me up to not worry about anything falling through the cracks when I'm working Monday through Friday.

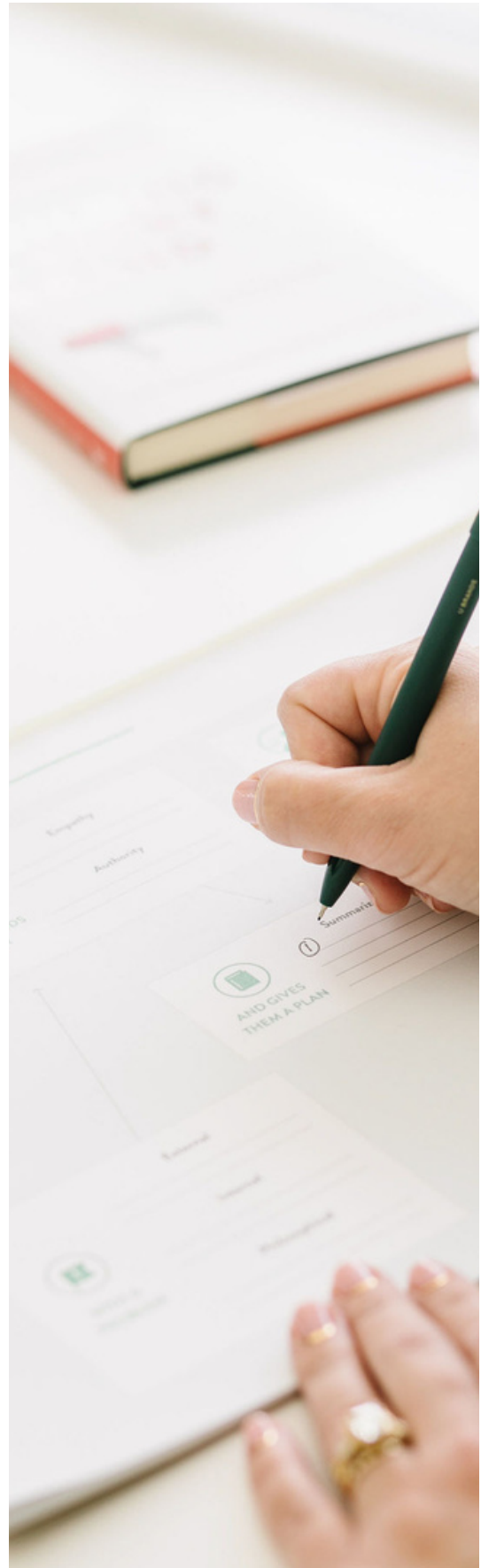
#2 SCHEDULE THINKING TIME EACH WEEK

This one has been so good for me as I always have ideas floating around my head with the intention of finishing my thought process later, yet later never seems to come. I realized I had to set aside time just to think through ideas pertaining to my business, family, home projects and more, scheduling time in my day to do just that has been enormously helpful.

#3 CREATE YOUR IDEAL WEEK

I first heard this idea from Michael Hyatt, author and leadership expert. He suggests drafting your ideal week on paper so that you know how to plan meetings, activities, and appointments as best you can to create more productivity and simplify scheduling and planning.

I try to reserve Friday mornings/early afternoon for appointments and errands. This makes it easy when setting up an appointment. I also know to avoid scheduling meetings at those times since it's blocked off on my calendar on a recurring basis for errands and appointments.



#4 SET ANY ITEMS NEEDED FOR THE WEEK IN THE CAR OR AT THE LAUNCH PAD

I love this one so much because I dislike clutter around the house and I really dislike rushing around last minute trying to find the item that I need. If I know that I have items that need to go to the post office Monday morning, I'll take them and set them on the passenger seat of the car Sunday evening, eliminating the chance that I'll forget to bring it with me in the morning.

#5 MY FAVORITE OF ALL TIME: GROCERY DELIVERY!

Can I get an AMEN?!
This has been an absolute time saver for me. So much time is saved by placing an online grocery order. No checkout lines involved! I do typically run to the store throughout the week for miscellaneous items, but this has been a lifesaver.



#6 BUILD A COLLECTION OF ORGANIZED, YET CHIC BAGS AND ACCESSORIES

Every woman needs a functional and versatile bag that keeps her organized, yet effortlessly chic. Take this bag from work, to kids activities, as a diaper bag and more. My favorites include the Austin | Fowler Briggs bag and Brielle backpack. Don't forget the Everyday Packing Totes for additional organization.

#7 CLEAN OUT AND RESET YOUR BAG EACH WEEK

Dedicate a day each week to clean out and restock your bag. I prefer Sunday so my bag is refreshed and prepared for the week. Include everyday necessities, snacks, basic first aid supplies in your restock.

