

10 Simple Ways to Reclaim Your Time & Energy – and Feel Like *You* Again

Feel like you are constantly busy... but never quite caught up?

If you're a busy, overwhelmed working mum, life can feel like a constant juggle – work, kids, home, and everything in between.

Somewhere along the way, **you've been pushed to the bottom of the list.**

Your time, your energy... even your sense of **who you are.**

And when everything feels important, it's hard to know where to start.

The good news? It doesn't have to stay this way.

Here are 10 simple ways to help you feel more in control, reclaim your time and energy – and start feeling like *you* again:

1. Get clear on what you actually want

It's hard to change your life when you're running on autopilot. Take a moment to pause and ask yourself: **"What do I actually want my life to look and feel like?"** Write this down.

Reconnect with what matters most to you – your values, strengths, priorities and what makes you feel like *you*. Clarity creates direction.

2. Make yourself a priority (without guilt)

You're not last on the list.

When you take care of yourself, everything else becomes easier to manage – your patience, your energy, your ability to cope.

Even small moments count – a walk, a break, a quiet coffee. You can't pour from an empty cup.

3. Focus on what matters most

Trying to do everything is what keeps you stuck.

Instead, ask yourself: **"What is the ONE most important thing today?"**

Do that first. Give it your full attention. Anything else you achieve is a bonus.

Progress feels better than pressure or perfection – and it builds real momentum.

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4. Plan ahead to reduce the mental load

You don't need a perfect plan – just a simple one.

Take a few minutes each day or week to map out what's coming up. Write it down on a diary, planner, or calendar for a visual reminder. Group similar tasks and tackle important things when your energy is highest.

Less decision-making = less overwhelm.

5. Shift your focus from time to attention

It's not just about managing time – it's about where your attention goes.

Instead of thinking: "I don't have enough time", try asking: **"What deserves my attention today?"**

This small shift helps you feel more intentional, focused, and in control.

6. Set boundaries that protect your time and energy

Every time you say yes to something, you're saying no to something else.

It's okay to say:

- "Not right now"
- "That doesn't work for me"
- "I can't commit to that"

Strong boundaries aren't selfish – they're essential.

7. Stop doing it all alone

You don't have to carry everything yourself.

It's okay to ask for help and accept support. Delegate where you can – at home, at work, or in your business. Whether it's sharing responsibilities, swapping childcare with other parents, or getting extra support – you deserve help too.

8. Simplify wherever you can

Life doesn't need to be this complicated.

Look for ways to:

- reduce
- streamline
- let go of what's not essential

Do ONE thing at a time. Keep things simple, relieving stress, pressure and feeling overwhelmed. Less really can feel like more.

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9. Let go of perfection (it's holding you back)

Trying to do everything perfectly is exhausting – and unrealistic.

Avoid comparisons to others. You don't need to "have it all together". You just need to keep moving forward.

Aim for:

progress over perfection

That's where confidence starts to grow.

10. Celebrate the small wins

You're achieving more than you think.

Instead of focusing on what didn't get done, take a moment each day to acknowledge what did – rather than beating yourself up.

Those small wins build confidence, motivation, and momentum.

You don't need to overhaul your entire life overnight.

Start small. Keep it simple. And most importantly – be kind to yourself.

With the right support and simple strategies for daily action, you can feel clear, intentional, and like *YOU* again.

Ready to feel calm, confident and in control again?
Book your free 15-minute Reset Call and let's map out your next step:
www.rileylife.co.nz

Karyn Annan (Riley) helps busy, overwhelmed, working women reclaim their time & energy and feel like YOU again – without burnout, guilt, or overthinking.

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