

Design Your Day:

A SIMPLE & INTENTIONAL GUIDE FOR BUSY MOTHERS

INTRODUCTION

As mothers, our days are often a whirlwind of responsibilities, from caring for our children to managing household tasks and personal goals. Without a plan, it's easy to feel overwhelmed and reactive rather than intentional. This guide will help you design your day with clarity and purpose using a simple, yet powerful, step-by-step process.

By setting aside a few moments the night before, you can create a daily flow that balances priorities, nurtures your well-being, and allows for flexibility. Let's walk through our process together to help you stay organized, productive, and present throughout your day.



STEP 1: SET YOUR INTENTION FOR THE DAY

Start your day with purpose, by choosing an intention—a word or phrase that reflects how you want to approach your day. Unlike goals, which focus on achievement, an intention sets the tone for how you want to feel and act. This simple mindset shift will guide your actions and help you stay focused on what matters most.

Examples:

- **Patience** – Responding with calmness and love.
- **Joy** – Finding moments of happiness in the chaos.
- **Presence** – Fully engaging and connecting with your children and tasks.

Write your intention at the top of your *Stellarize* Day Planner* as a reminder throughout the day.

STEP 2: MAP OUT YOUR SCHEDULE

With the constant demands of motherhood, structure helps create ease. Sketch out a basic schedule with timings that includes:

- **Morning routine** (Wake-up, breakfast, school drop-offs, etc.)
- **Dedicated focus blocks** (Exercise, work, errands, household tasks)
- **Rest & recharge time** (Nap time, quiet moments for yourself)
- **Afternoon routine** (Appointments, extracurricular runs)
- **Evening routine** (Dinner, bedtime, wind-down activities)

Even if your day is unpredictable, having a rough plan will create structure and flow.

STEP 3: PLAN DINNER IN ADVANCE

One of the major stressors for mothers is deciding what's for dinner. We encourage meal planning on Sundays, before the week begins. But make sure you always take a moment to double check dinner plans the night before, and jot them down in the designated section of your *Stellarize* Day Planner*. This prevents last-minute scrambling and ensures a nourishing family meal.

Pro tip: Keep a running list of go-to easy family meals to rotate through busy weeks.

**organize your life in style*

STEP 4: IDENTIFY YOUR TOP 3 PRIORITIES

Mothers have endless to-do lists, but not everything is urgent. Instead of feeling overwhelmed by this endless to-do list, focus on the three most important things that will bring the greatest sense of accomplishment.

Examples:

- Scheduling a doctor's appointment
- Finishing an important work task
- Spending one-on-one time with a child

Tackle these first whenever possible so that even if the rest of the day is unpredictable, you've handled what matters most.

STEP 5: WRITE YOUR TO-DO LIST

After setting your top 3 priorities, list the other tasks that need attention. This is your "brain dump" to clear mental clutter.

Pro tip: If a task takes less than 5 minutes, do it immediately!



STEP 6: INCLUDE A GRATITUDE MOMENT

Motherhood can be overwhelming for all of us at times, but a simple gratitude practice can help shift your mindset in those moments. Take a moment to reflect on something you're grateful for—big or small.

Examples:

- A child's laughter
- A peaceful morning coffee
- Support from a loved one

This practice brings more positivity and presence into your daily routine.

STEP 7: JOT DOWN NOTES

Use this section to jot down reminders, ideas, or anything that comes up throughout the day.

Examples:

- A specific reminder to yourself
- Something funny your toddler said, that you don't want to forget
- An idea for a weekend family outing

It's a great way to stay organized without feeling scattered.



STEP 8: PREP FOR TOMORROW

Before wrapping up your day, start over fresh and go again Mama! Take a fresh sheet of your *Stellarize* Day Planner* notepad and take a few moments to organise tomorrow.

And don't forget to take into account:

- Any unfinished tasks from today, that need your attention tomorrow?
- Anything you jotted down in the 'Until Tomorrow' section that needs to be tackled tomorrow?

This small, yet effective, habit makes mornings smoother and helps you wake up feeling prepared and in control the next day.



FINAL THOUGHTS

Designing your day as a mother isn't about perfection—it's about intention. We truly believe that our *Stellarize* Day Planner* is an absolute game-changer for mothers. By following this 8-step guide, you'll turn daily chaos into a rhythm that works for you. This is your tool to bring more balance, focus, and joy into your days.

You've got this, Mama!

To get you started, we've included a FREE download of our *Stellarize* Day Planner*. Be sure to check out our Day Planner on our website www.stellarizeyourlife.com as well as our other planning tools designed for busy mothers.

DOWNLOAD HERE

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*make every moment count