



Best Practices

when your team is small (or non-existent) and your family is young.

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Welcome working momma!

I can imagine you are exhausted or ambitious. You desire a healthy family and a successful job/ organization. Here are questions and habits to begin to develop that are foundational to these desires. Of course, when building a house laying the foundation is so important but it isn't always easy. It will be the same with this. Go easy on yourself and start somewhere, build where it makes sense for you and your family. Continue to grow, assess, play, rest, and dream. Take this one day at a time. At the end of your life you will have the reward of looking back and knowing you invested your best into those you love and reached for more.

Cheering you on, lady!

Stephanie A. Anderson

Best Practices

1. Create structure and create culture in your family and on your team. One way to begin doing this is to answer these questions and other questions like them:
 - What is most important? (What do we value? What are our priorities?)*
 - How are things going to work?*
 - How are expectations communicated?*
 - What is acceptable and not acceptable?*
 - How will we redirect and realign when we aren't keeping to our values?*
 - How do we know when things are working right or not?*
 - Who gets to influence these decisions?*
2. To get things done, consider a block schedule and focus on managing one thing per block. For example: Self 6am-7am, Family 7am-9am, Appointments 9am-12pm, Work 12pm-3pm.
3. Look at the calendar and locate the seasons or long stretches of time that will require your maximum leadership participation at work, then schedule rest and reconnect time with your family before, during, and after these events and seasons.
4. At work, pray for and identify an apprentice. Start with who God has brought you. Invest in their leadership skills by sharing your heart and work load immediately. Trust them from the beginning. Be thorough with training.
5. Find opportunities to share the load with your spouse and children, sometimes this looks like googling "chores for 4yr olds" or better communicating dreams & expectations with your spouse.
6. Overtime, develop the following skills:
 - Team building (This is not the same as filling a schedule.)*
 - Planning ahead (Includes trouble shooting.)*
 - Fundraising to reach goals*
 - Budgeting for events*
 - Developing culture*

- Creating structure (How things work and express our values)*
- Preparing for and leading a meeting*
- Develop conversation and negotiation skills.*
- Learn how to disagree.*
- Learn how to make an enemy your ally.*

7. Learn to communicate what you can uniquely contribute to the family/team:

- What do you know about yourself? (passions, pain points, wins & lessons, etc.)*
- Personality test*
- Skills assessment*
- Strengths finder test*
- Purpose (God-given)*

8. Find a mentor who will invest in your leadership and who cares about the health of your family.

9. Find a mother who is a season ahead of you that is also a leader to ask questions when you are stuck.

10. One word. **OUTSOURCE!** What don't you need or want to do that you oversee and can be outsourced? Examples include: chores for kids, husband takes kids on his day off, help with meals and birthday cakes, hiring help for cleaning, networking, hiring someone to help with social media for your business, etc.

11. Schedule time, set goals and enjoy the season you are in at work and with the family, so that you know that you are intentionally managing these. Be aware of which one you enjoy most. Don't feel bad about which one is easier or more fun in this season.

12. Are you a leader in a new role or with a team that has experienced change? Plan trainings so they build on one another. Think through what you want to say. Plan for questions and how to respond. Create space for a healthy feedback culture. Same with family or families with a new structure. Think about what habits, chores, and traditions need to be communicated or changed and make a plan for meltdowns. Learn where you can communicate better inside of these moments.

13. Plan for curve balls by creating margin. Choose (ahead of time) how you will respond when things go wrong.

14. When things are stressful, stop for a minute, an hour, an afternoon, or the day. Give yourself space to pray, evaluate, and simply breathe.

15. Find someone who can read to your kids or put them to bed following your set routine. It is okay if it is not you **ALL. THE. TIME.**

16. Focus on eye contact when speaking with family and team members, especially when you are tired.

17. The best way to invest in yourself includes spiritual health. Schedule daily Bible reading and prayer as high-priority appointments. The best form of self-care is prayer.

18. Enjoy your little ones and enjoy your small team. Before you know it you will have teenagers and you'll be running half the organization if that is your God-given dream and if you take it one day at a time.

19. Stay in constant communication with the Holy Spirit. He will guide you and alert you when you need to give someone or something extra attention. Trust that you hear God. Trust that He will lead you.

20. Embrace the mess and steward the tensions one moment at a time.

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