

## Tips for Getting Out the Door Faster

For busy moms on the go, every minute you have in the morning is precious and getting the crew out the door on time is priceless. The key to leaving on time in three words is: *the night before*.

- 1) Pre-pack your **kids' lunches** and backpacks.
- 2) Review your **next day's schedule**, and your kids' schedules, before bed. You'll sleep better—and dress better—if you know what's in store.
- 3) Have the **coffee** machine prepared so that all you have to do is press "on." Keep a to-go cup handy so you can take your coffee out the door.
- 4) Place any **items that need to go with you** – dry cleaning, videos, library books, store returns, etc. in a basket by the door ( the night before of course!)
- 5) Prearrange your **clothes**, ironing anything that needs it. When possible, buy wrinkle-free.
- 6) Have a lineup of several routine **breakfasts**, at least one of which is portable. Before bed, put out bowls, spoons, cereal etc. for kids to help themselves in the morning.
- 7) Keep your **makeup** case organized, and minimal, with your everyday things most accessible. Have two different makeup routines—one normal, one makeup "lite" for really rushed days.
- 8) If you tend to linger too long when you read the newspaper or take a shower, **set a timer**.
- 9) Pre-pack your **briefcase and/or purse**.
- 10) Morning is **no time to be industrious**. If you're hit by the urge to wash a few dishes, pay a few bills, or clean up old e-mail and mail—fight it!
- 11) Keep your **cell phone** in its charger, right on top of your briefcase or purse.