MomMA Module 3: Prioritizing Tasks

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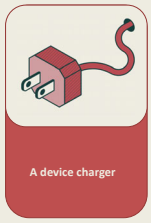
Before we begin, make sure you have...


A device charger

Your MomMA packet

Something to write with

2

3 Mindful Breaths

Sounds

Breath

Body Sensations

3

Pleasant Activities Review

- **Pleasant activities and their connection with:**
  - Mood/Feelings
  - Thoughts
- **Selecting pleasant activities:**
  - Enjoyable
  - Realistic
  - Reflect what is important/meaningful to you
- **Prioritizing pleasant activities:**
  - Schedule them
  - Do with others
  - Have a back-up plan
- **Strategies:**
  - Using pleasant activities as motivation
  - Doubling up
  - Mindfulness to increase enjoyment

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Pleasant Activities
Home Practice

Record the pleasant activities you identified in your planner and note which ones you were able to do. For each activity you complete, note when you complete it and if it had a positive effect on your mood. Remember that you are *not* expected to do every activity this week.

Pleasant activity	*Did you complete it?*	*When did you complete it?*	*Did it improve your mood/anxiety?*
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No

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Home Practice Review

What pleasant activities did you complete?

Did you use any of the strategies for making time for pleasant activities?

Did you notice any thoughts or feelings you had while practicing this skill?

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Plan for Today

- Enhance your skills in prioritizing tasks
- Develop a prioritized lists of tasks in preparation for an upcoming event (e.g., your baby's arrival)
- Review assertive communication skills that improve collaboration and support

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Prioritizing and Organizing Tasks

- It can be hard to keep track of all the things you need to do as a parent!
- There is simply not enough time in the day for parents to do everything.

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Prioritizing Tasks

- Helps avoid wasting time on less important tasks
- Increases productivity
- Improves the quality of task completion
- Supports better decision making
- Increases feelings of control and accomplishment
- Reduces stress and anxiety

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Keeping track of tasks

- What are you doing now to keep track of tasks?
- Do you have support systems for helping with tasks?
- Do you take on too much or have difficulty saying no?

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Let's get ready for baby!

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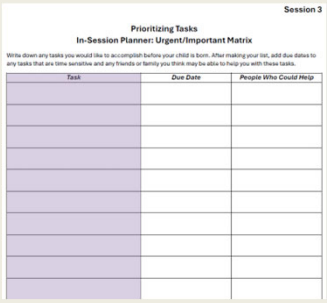

Session 3

Prioritizing Tasks
In-Session Planner: Urgent/Important Matrix

Write down any tasks you would like to accomplish before your child is born. After making your list, add due dates to any tasks that are time sensitive and any friends or family you think may be able to help you with these tasks.

Task	Due Date	People Who Could Help

Preparing for Baby's Arrival: What?

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Brain Dump

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Task Examples

- Buying a car seat
- Setting up sleep space for baby
- Work leave paperwork
- Finding a pediatrician
- Childcare arrangements (e.g., daycare)

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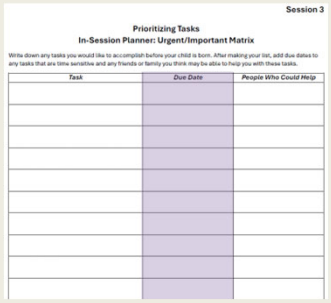

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Preparing for Baby's Arrival: When?

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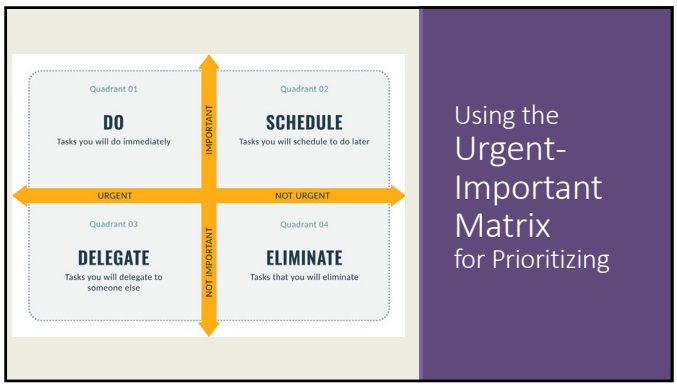

Using the Urgent-Important Matrix for Prioritizing

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Urgent-Important Matrix: Examples

Important and Urgent: DO	• Getting a car seat • Finding a day care
Important and Not Urgent: SCHEDULE	• Updating health insurance • Thinking of a baby name
Urgent and Not Important: DELEGATE	• Purchasing or putting away baby supplies • Washing baby clothes
Not Urgent and Not Important: ELIMINATE	• Spring cleaning • Purchasing baby toys

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Use the Eisenhower matrix to categorize your tasks based on their importance and urgency.

Urgent AND Important	*Urgent and NOT Important*
NOT Urgent and Important	*NOT Urgent and NOT Important*

Let's Prioritize!

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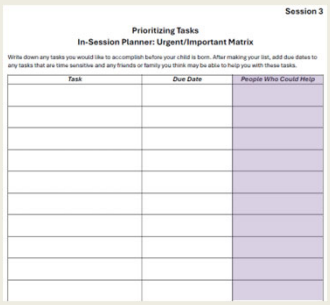
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Preparing for Baby's Arrival: Who?

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Assertiveness

LETTING OTHERS KNOW WHAT WE WANT OR NEED WITHOUT BEING AGGRESSIVE OR PASSIVE

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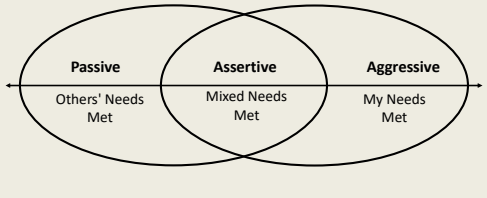

Passive → Assertive → Aggressive Continuum

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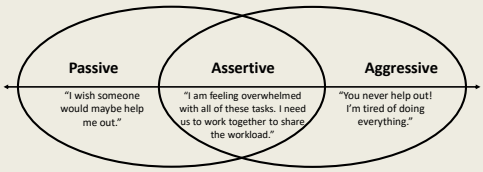

Passive → Assertive → Aggressive Continuum

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How might you respond assertively if…

- You need to talk to your supervisor at work about taking breaks to pump?
- Your in-laws want to visit but you don't want them to stay with you?
- You want to ask a partner or coparent for some time to yourself?

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Be Kind to Yourself

Use assertiveness to:

- Call in support
- Agree to disagree with others' expectations or priorities
- Say "No"

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Make a Plan to Ask for Help

- Support can come from a partner or coparent, but it can also come from a family member, friend, neighbor, or babysitter.
- Consider changing who is in charge of responsibilities like the dishes, school drop-off, or grocery shopping

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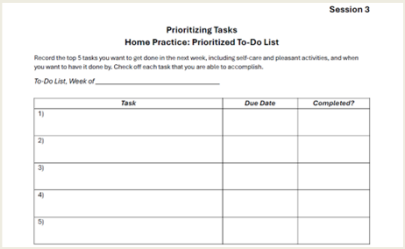
Home Practice



Session 3

Prioritizing Tasks
Home Practice: Prioritized To-Do List

Record the top 5 tasks you want to get done in the next week, including self-care and pleasant activities, and when you want to have it done by. Check off each task that you are able to accomplish.

To-Do List, Week of _____

Task	Due Date	Completed?
1)		
2)		
3)		
4)		
5)		

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S: Stop
T: Take a breath
O: Observe
P: Proceed with awareness

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How do you feel about your ability to:

- Manage your prioritized tasks until we meet again?

1 2 3 4 5 6 7 8 9 10

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Common Roadblocks

- Getting off-track
- Unrealistic expectations
- Focusing on what we **haven't** done vs. what we **have** done

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Dealing with Task Overwhelm

- Identify steps needed to get started
- Break task into smaller chunks
- Set a timer (some progress is better than none)
- Figure out what will make the task easier
- Ask what will have the biggest impact on how you feel
- Let go of expectations (think about what works for YOU)
- Reframe and focus on your successes

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Reflection Questions

- What impact would prioritizing tasks have on your pre- and post-baby life?
- How might your new baby adjust your priorities?
- What difference might assertive communication make in your relationship with you partner? With others?

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