

How to get sh!t done in life

(by women who do)

Stop scrambling, and start learning from the ladies who know how to run their hectic lives and keep their cool

Samantha Wills, jewellery and stationery designer who splits her time between Sydney and New York.

LISTS ARE YOUR FRIENDS

"I'm not a naturally organised person, so I keep myself on track with three lists: one for big-picture tasks, like designing deadlines and release dates of my latest collection; one for my to-dos for the day; and one which is made up of 20 per cent of those to-do-today tasks. Removing that non-urgent 20 per cent from my list makes my day seem less overwhelming and helps me focus on what really needs doing. Three lists might sound fanatical, but without them I'd be busy on things that weren't at all productive."



Thessa Kouzoukas, co-owner of fashion e-store saboskirt.com.

Outsource the boring stuff

"Owning a growing company is challenging. From the minute we wake we're checking emails from suppliers and agents, and we keep a full fridge at work as we eat there three times a day! Between finding time to design, blog and run a business, we've found the only way to get general life admin done is to outsource it. We do our groceries online – it saves us two hours. We also have a routine with a friend, where we'll drop off our car and dog to get washed and she'll meet us for a catch-up. Now we just need a cleaner!"



Go digital

"I couldn't live without apps – my entire life is in my Evernote app. It means I can be productive away from the office. I use it to jot down notes or ideas before sharing them with my team. That way they don't have to wait for me to get back to the office. I also love Dropbox, as it means I can access my files on my iPad and iPhone wherever I am."

Anna Adolfo, former digital marketing director of Gucci and creator of an introduction to digital marketing app, *Silence the Boss*.

Make time for TLC

"Spreading out simple pleasures is my tactic for coping. I book my nails, acupuncture and massage at the beginning of each month, and never change the appointments. I do them 10 days apart, so I always have something to look forward to."



Kim McKay, founder and director of Klick Communications and managing partner of nail polish brand Hello Darling (hellodarling.com.au).

Get control of your inbox...

"I only open emails when I have time to properly review them and respond. During my allocated email time (twice a day), I have a mantra for each one: do it, delete it or delegate it. The only emails left in my inbox are ones that require action, so they act as a to-do list. If I'm waiting on a response or need to follow up, I'll file that email away, make a note in my diary, and check in again later."



Megan Morton, interiors stylist and author of *Things I Love*.



Lynette Phillips, founder and CEO of creative communications agency Maxmedialab.

Diarise everything

"It's all about planning, planning, planning. I get organised at the start of every year by planning an entire year's diary – health check-ups, the works. If you book all your travel as soon as you can then you save money, get the best seats on the plane and the best accommodation. I also make sure every important date (birthdays, events, holidays – in fact, everything personal or work-related) gets noted. It's important everything is in there so you never double-book yourself. It's my organisation bible."



Julie Morgenstern, professional organiser, productivity expert and best-selling author.

... and don't let your inbox control you

"Don't check your email for the first hour of the day. Email has created an instant-response culture that's addictive, stealing our ability to concentrate. Preserving your first hour to tackle your most critical task without interruption means you can start your day with a sense of accomplishment and control." **Naomi Jaul** *COSMO*

Sh!t Girls Say About Getting Stuff Done

"I've been needing to pee for literally three hours."

"That's the third coffee I've made today that's gone cold."

"Can we catch up when my life doesn't feel so stupidly busy?"

"Holy hell! There are 1652 unread emails in my inbox."

"Seriously, I don't know what else they want from me – my firstborn?"

"Tidying my desk makes me feel so much more organised."

"Ugh, I'm going to miss my spin class if I don't get this email out!"

"I don't even have time to straighten my hair, that's how busy I am."

"Does anyone in the office have a phone charger?"