

HAVE A BETTER

# morning



## WORK IF YOU MUST

If you're inclined to dig into office doings before heading out, here's how to keep it sane.

**Review.** Take a few minutes before the kids get up to structure your day. Be realistic about the day's demands and fight the urge to overschedule. Instead, prioritize to-dos to help you feel in control of your workload.

Source: Tara K. Wilson, an attorney in Andover, MA

**Schedule.** Whether it's a check-in with your new hire or a check-up for your toddler, schedule all calls, meetings and tasks on your calendar. Programs like Google Calendar will send you alerts during the day to keep you on task—and on time.

**Respond.** Glance through your emails and respond only to urgent messages. Don't feel compelled to actually answer them all. Just let the person know you received the email and will reply when you're in the office.



### Kitchen Aid

To quickly get your kitchen in order so you come home to less stress: **Load the dishwasher** with coffee cups, breakfast plates and utensils and hit the start button before leaving the house. **Tidy up papers** like bills and kids' consent forms by scooping them into a pretty to-do bin. **Sponge down countertops** to get rid of crumbs and sticky stuff, then spritz with an air freshener.

Source: Scott Shelton, operations manager at MetroMaid cleaning service in Boston



**Stick 'Em Up** Take breakfast beyond boring as you entice your kids to munch on healthy summer-fruit kabobs. Simply skewer several de-splintered bamboo sticks with a small strawberry, a few blueberries and bite-size pieces of melon,

pineapple, apple and banana for a portable and nutritious morning treat. Yum!

FROM TOP: GETTY IMAGES; PHOTOGRAPHY (2)



**MS. MIX-A-LOT** Create beautiful batters and cool cookie dough with the Sunbeam Heritage Series Stand Mixer. Featuring 12 speeds and a free-spinning bowl for minimal scraping and maximum mixing, it's available in summery colors like Tangerine Tango, Pink Frosting and Sea Foam Green (\$130, [walmart.com](http://walmart.com)).

