

FAMILY WELLNESS

# Organizing Time for the Family

- Questions to Consider
- Sample Schedule
- More Resources



## Life with a growing family can feel chaotic. A little planning goes a long way to bring a sense of peace.

Organizing time seems abstract but is a skill that helps parents everywhere. Every age group of children comes with its own scheduling challenges. Young children can be incredibly unpredictable: a night of no sleep or a surprise event can turn your day into something unexpected. School-age kiddos come with questions about schoolwork, friends, and activity schedules. Young adults who are working their way through high school or college, have activity schedules to balance, and possibly work schedules to consider.

No matter the ages of your kids, a little planning can go a long way, even in small pockets of time.

Remember that you are likely to get interrupted when you have children in the home, but what's important is to bookmark what you were doing and come back to the task when you are able. If you keep an organized list of the tasks you want to accomplish, you will have something to jog your memory if you get side-tracked.

Once you have a plan in place, the next trick is to be ready to change it. Being flexible and fluid with the ebbs and flows of your day will prove to be a great stress-saver for you. It is also a great way to help your kids learn how to be flexible and adapt as life changes.

# Suggested Strategies

Questions to consider for your time organization plan

## What time of day do you do your best work?

Are you a night owl and work best after the kids are in bed? Are you a morning person that is up before everybody else? Work with your natural clock and allow yourself time when you are at your ‘peak’ to get some tasks completed.

## What times during the day do you have available?

Consider nap times, mealtimes, and any scheduled calls, meetings, or appointments you and your family have. What blocks of time are open to complete tasks? Consider the amount of time certain tasks take and fit them in where you are able. When are the best times to fit in a load of laundry or answer some emails? What about the bigger, more time-consuming projects – when will those fit in the schedule?

## What needs to be completed?

Write down your list of items that need to be completed and then prioritize them. This is a great activity to do each evening to plan for the next day – and don’t forget to include the kids in this part of the process. It is a great way to teach them planning skills and feel included. Break your list out with a few ‘must-do’ items for each window of time you have dedicated to completing tasks.

## Sample schedule for school-age kids to avoid the summer slide

Before 8:00am	Wake Up	Self time
8:00am-9:00am	Get Ready	Make your bed, eat breakfast, brush your teeth, get dressed
9:00am-9:45am	Academic	Reading
9:45am-10:00am	Break	Self time
10:00am-10:45am	Chores	See Chore Chart
10:45am-11:00am	Break	Self time
11:00am-11:30am	Recess	Play in basement or outside
11:30am-12:30pm	Lunch	Lunch
12:30pm-1:00pm	School	School Packets and projects
1:00pm-1:15pm	School Break	Bathroom, water, snack, FaceTime family/friend, move around
1:15pm-1:45pm	School	Art
1:45pm-2:00pm	School Break	Bathroom, water, snack, FaceTime family/friend, move around
2:00pm-2:30pm	School	IXL, MobyMax and other online learning
2:30pm-2:45pm	School Break	Bathroom, water, snack, FaceTime family/friend, move around
2:45pm-3:15pm	School	Puzzles, Legos, etc.
3:15pm-4:00pm	Play Break	Play in basement or outside
4:00pm-8:30pm	Family & Activity Time	Dinner, family activities, electronics
8:30 pm	Bedtime	Brush your teeth and head to bed

# Resources

Find what works for your family

- 10 tips to [teach your children about time management](#)
- An [age-by-age guide](#) to talking about time management with your family
- A list of [daily routine examples](#), including pictures and activity suggestions
- Activity ideas for [effective time management](#).
- Information about building structure for time management while [parenting infants and toddlers](#).



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