



Time Management
for MOM



Here's How to Manage Your Time...

Time Management for MOMS

Day 5 - Do Your Children Need a Schedule?

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Day 5 – Do Your Children Need A Schedule?

While your children may not need a rigid schedule, putting them on a routine is a great idea. This is especially true for younger children, as toddlers need routines in order to feel secure in their environment. As a matter of fact, so do we.

This may come as a shock to you, but after you start to feel on top of things you'll know what I mean.

Some of us never even know how stressful and panic stricken our lives have become until we actually see what it's like on the other side.

If nothing else, ask yourself which scenario you would wish to provide for your children?

RESPONSIBILITY BECOMES SECOND NATURE

Now that my kids are getting older, I have wished that I had emphasized better routine and responsibility so that these habits would have been better ingrained in them – we're working on it!

Frankly, doing it yourself when they are small is not easier long term and it isn't teaching your kids anything except what it's like to have a personal servant.

We don't even want to go there!

BEGIN WITH SOMETHING SIMPLE

Begin with something simple, such as a bedtime routine.

There's nothing nicer than a fun bath, clean fresh jammies and a made bed to climb into at night and a bedtime story.

Your kids will remember it for a lifetime.

Once they get used to that doing this routine at a certain time on your schedule, you can begin teaching them a morning routine and so on.

A sample morning routine may include waking up, eating breakfast, dishes, brushing teeth and getting dressed – then on to the first time block activity of the morning – maybe helping mom do a bit of clean up around the house and then a reward like a story or colouring with mom.

Helping your middle school or high school children establish schedules in order to balance their school work with their social lives can help them prepare for college and life in general as they move into adulthood... and have kids of their own!

OUR MOST IMPORTANT ROUTINES

For us, the most important routines are after school – unload lunchpails, give me any notes, dry mitts and boots in winter etc and to prepare for morning at night – choose clothes, get what ever ready for lunches the next day etc.

Of course, a homework time is also important.

Make it the same time every night and be sure to check to see if they are doing it.

Be flexible, allow your kids to set it up to work for them as well.

Give them a chance with the caveat that if it doesn't work, they will have to tweak it with some of your 'suggestions'.

Generally, I found either right after supper to be the best time. They are still somewhat fresh, have had some down time and it allows them to relax for the entire evening without knowing that they still need to do their chores.

Emptying of backpacks and unpacking school things etc is to be done as soon as they walk in the door or with the supper dishes.

EAT THAT FROG

It's always better to get the unpleasant stuff or the things that we don't want to do out of the way first.

Learning time management skill early will set them up for a lifetime of achievement, confidence and happiness.

Tomorrow we'll discuss learning how to say "no" and how to ask for help.

ACTION TIPS

- **Plan the most important things** that your kids need to be on top of. Be creative in thinking of solutions that they can do themselves – such as empty their lunchpails when they get home and pack what they can of their lunch the night before.

Make a colourful chart so that they can look at a glance to see what they need to do. Hang it where they will see it. Make it interesting and fun. Don't forget to play some music during chore time.

- **Be ready to supervise** and be sure that they stick with their new schedules until it becomes a habit for them. Be nice but be firm. Mixing it up so that they have something to look forward to when they are finished works well.

- **Always be sure that they are finished before any outings or fun stuff begins.** It's the best incentive on the planet, and the best way to instil good habits. And after awhile it will get easier as they become used to the routine. And that is when you will know you have arrived.



Time Management for MOM



Time Management For MOMS FULL VERSION – the companion and complete system for only \$7.

Here's what "Time Management for Moms" reveals:

Getting Started

- 1. What is time management?
- 2. Why is time management important?

Scheduling

- 1. The all important schedule
- 2. How to make a schedule
- 3. How to keep track of your schedule
- 4. Do your children need a schedule?

Managing Your Work Time

- 1. Tips for moms who work outside the home
- 2. Tips for work at home moms

Managing Your Time At Home

- Household chores
- Avoiding clutter buildup
- Quick cooking tips
- Saving time while running errands
- Holidays and special events

Procrastination

Learn To Say No

Don't Be Afraid To Ask For Help

Avoiding Time Traps

Miscellaneous Tips

Order your copy now and get your life back.



Wish you had more time?
Don't get as much done as you plan?
Trying to juggle everything?
"To-do" list not getting smaller?



HERE'S HOW TO RECLAIM YOUR TIME

a companion guide to [Time Management for MOMS](http://www.queenofkaos.com) – the complete system. ©Jan Ferrante 2008

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