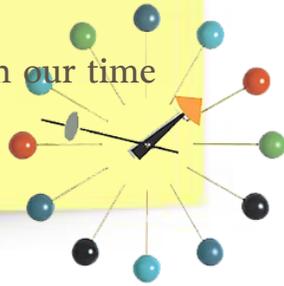


The average person spends 30 minutes each day helping others.

15 minutes is spent caring for children.

What is wrong with our time management?



SPEND TIME TO SAVE TIME

First take a daily calendar, like an appointment one. For an entire week write down what you do when, including watching television, playing video games, and running errands. This will give you a visual picture of where your time is spent and what eats your time. The key is to be honest and faithful. AND, do not feel guilty jotting down you spent “me” time enjoying an activity.

Now that you have your calendar you can group activities together, preplan your errand/activities and break. This way you will not find yourself taking one child to this location, back tracking across town to meet your friend for lunch after you stop at home and put in that load of laundry.

Make a central message area. At home it is like a one-stop area with a calendar. It is easier to color code by individuals also. Andy has soccer at 6:30 p.m. Tuesday and Wednesday. Becky has band practice until 7:00 p.m. Monday, Wednesday and Thursday, I have a medical appointment on Thursday. The book report Andy is working on is due Friday. Scholarship applications need to be in by April 1.

But it is Becky’s week to unload the dishwasher and Andy’s week for trash detail. Well let’s get our household calendar and pencil these chores including homework to get that report done by Friday. Make important decisions when you evaluate the time. Choose activities carefully, is it a want or need? Don’t overbook anyone.

We have all become “too scheduled” and we expect our children to do the same. Are we over scheduling and making them loose their childhood?

REMEMBER one important and the most forgotten— family time.

“If you are running around crazy and hectic, your kids aren’t going to learn anything but that,” says Stephany Smith Gonzer, a professional organizer in California.

What kind of household or classroom do you want? What steps do you need to make it happen?

If your kids/students come in and see you toss that sack on the counter/desk what are they going to do? Of course, we learn through seeing and doing and they are going to mimic YOU, the adult. Kids mimic at any age from infancy to teen. Let’s be honest, as adults we mimic behavior too.

After several kids come stomping through the back door or twenty kids in a classroom with sacks, that is one heck of a mountain of sacks that built up in just a few minutes.

We all know an organized classroom can lead to a success learning environment. Likewise for at home. Organized time for chores, studying and personal activities is great but remember they need to be prioritized also.

SO WHERE DO WE BEGIN!!!

Clean out the backseat and take the weight off

After all the errands, remember to throw out the empty pizza box.

Remember doing it tomorrow ends up into next week or



Next comes the wallet, purse and briefcase. Do you know how much weight you can loose by organizing and purging?

Women’s purse weigh an average of 8 pounds.

Men carry an average of 3 pounds of pocket clutter.



Let the kids write on the calendar. They can start in first or second grade and write what their activities are.

Color code, red for homework, green for television, blue for the birthday party.

For the Toddler

Make it a game. Start music and say “Can you finish putting the toys in the basket before the song is over.”

Things to remember for all ages



Time Robbers

Oh you know what I am talking about, those activities that seem to pass time all too rapidly.

1. Television
2. Video games
3. Internet
4. Phone

Wow, how do we pencil in our calendars homework, chores, soccer, walking, family dinner, and as we get older—work.

SOLUTION 101

Television. Instead of just sprawling out on the couch, look at the listing and see what programs interest you and put them on your calendar.

Video Games. Reward yourself AFTER homework and chores are done.

Internet. Set aside on the calendar time to check your email.

Phone. Okay you were just going to speak for 5 minutes remember. It is now 45 minutes later and the trash is starting to stink. Schedule phone time and that includes texting.

You have family responsibilities, that includes cleaning your room, watching a brother/sister, helping a parent clean the garage.

It is ALSO your responsibility to give time and energy to your education.

You need your Zzzzzzz's to make all this happen. Remember to eat healthy and to once in a while make time to pamper yourself.

More and more teens have to work to help pay for car insurance, clothes and other incidentals (that new CD is out I hear). Sports, hobbies and other functions are important too but priorities have to be set. Is it the big paper you forgot to put on your calendar or the date on Saturday night? If you scheduled properly and set your priorities, both could have been accomplished.

Clean out that backpack or notebook—double task as you talk on the phone (which is scheduled on your calendar). Have you forgot what is in the bottom of your locker!!! It is now March, maybe it is time to look, school ends in a couple of months.

How many of you have cell phones? I figured, about 9 out of 10 of you. Well your cell has a calendar right? It sure would be handy and easily accessible.

REMEMBER WHEN SETTING YOUR TIME MANAGEMENT GOALS—

You can't be liked everyone

Keep track of your time

Have an outlet

Determine what matters most

You can't have it all—the HIPPO but you can do the pieces. You have a capacity of 24 hours in a day and 7 days per week.

Be proactive

Have a system, calendar, phone etc.

