

# Step-by-Step School Year Calendar Tool

**Notes about calendaring activities:** First, you'll be making lists, so get some paper if you're a long lister! Next, these lists are a tad worthless unless you actually prioritize, put them in the calendar and **act** on them.

Lastly, if you have only a calendar with 1 inch squares (or less) for each day... I strongly suggest consider a new system. Online, you can use google calendar for free and it allows you to color code and print pages. There are endless options for planners and other tools, too. I'd suggest you find what fits and use it!

On to the lists!

## **Values: What is it you truly value for the year?**

Perhaps what's driving you to do this activity in the first place is that you had a nightmare of a year keeping track of everything and everyone. What would you like this year to be like? Describe it. Would you like calm, peace, energy, connection, activity, learning, rest, what is it? Only you know for yourself. Consult your family to come up with what they value for the year. Make a list.

## **Desires.**

**What would you *like* to do this school year** (with and without your spouse/family)?

**Make a list of what activity(ies) you know your kids might enjoy.** If you don't know, ask them. (Don't forget to also ask your spouse!) Discuss and agree upon as a family what a reasonable amount of time for extra curricular activities might be. (i.e. each person may only have x hours of activities per week.)

**Make a list of people you've either promised or intended to see (weekend trips and vacations).** Life is short. Who do you "keep meaning to see?" Get it on the calendar before it's too late.

## Must-dos.

### Work

If you're a mom-trepreneur, work is one of them. (Even if you aren't, there are many routines that happen while the kids are away at school that still have to happen when they're home!) Can your work schedule be more flexible in the summer?

### Non-work "MUST dos"

There are other things that are definitely already a part of your calendar as well. Either you paid for them already (lessons, classes, etc.) and/or they're on someone else's calendar already (ball practice/games, the doctor, the dentist, family plans, etc). List these with dates and times. Review the list to see if it's really a *must do* or if it can be bumped to *would like to do*.

| <u>Activity</u> | <u>Date</u> | <u>Time</u> | <u>Must??</u> |
|-----------------|-------------|-------------|---------------|
|-----------------|-------------|-------------|---------------|

## Prioritize:

1. Reread your values answers.
2. Then, take a look at the lists you just made. Prioritize the "must dos" by placing an "A" next to them or by highlighting them with a specific color.
3. Next, use "B" to designate those things you best do (or choose another highlighter color).
4. Move on to "C" for "could do" or a third color if you have any items left on your list.
5. Then take the A list and prioritize using numbers, 1 being most important.
6. Lastly, drop the items into your calendar.

Keep your calendar in a place that's visible for the family to see (or print one for each family member monthly or weekly). A calendar's only as good as those who read it and carry it through.

If this process seems cumbersome, or you need a push to get it in gear... call Julie, she's a coach and will help you get it DONE!