

Weekly Planner

'By failing to prepare, you are preparing to fail'. Benjamin Franklin.

Time is a limited resource. Working from home and/or home schooling kids equals a large 'to do' list. Failure to plan your day, particularly when busy, leads to procrastination and wasted time, loss of motivation and an even longer task list the next day. Instead, use your time wisely by planning ahead and finish the day proud of yourself and a much shorter task list for tomorrow.

Goals + Planning = Success

- Choose a planning tool that suits you. You can use the version on page 3, a blank piece of paper, online calendar - whatever works for you.
- Identify where you are most productive, i.e. at a desk, table in the back yard, balcony, etc.
- Identify your available time. Which time periods can you realistically get things done. Set a start time and stick to it.
- Consider what time you are most productive, i.e. early, mid or late in the day, be specific. Schedule your priority tasks at these times.
- Decide if you will plan your tasks at the end of the previous day or as the first task of the new day. Make it a routine so that you hit the ground running every day.
- Write a list of everything you need/want to complete and approx time for each. Factor in extra time for unexpected events/delays.
- Identify your priority task for the day. If you had to complete only one task what must it be? This is a 'do first' task on the Eisenhower matrix on page 2.
- Use the Eisenhower matrix to prioritise the other tasks and add them to the planner. Some may need to be delegated, outsourced, or you may need to ask for help.
- Factor in break times. Short breaks are known to restore motivation and focus, increase energy and creativity.
- If you are scheduling school work you will need to work within the timeframes set by the teacher. If you cannot achieve a task discuss it with your teacher.

Ownership

- If you want your kids to be motivated and have ownership over their outcomes for the day, get them to write their own schedule, with your oversight, where needed.
- Use open questions and talk them through the planning phase. Who, what, where, when, how. Only use 'why' sometimes as it may encourage defensiveness.

Students who have a sense of ownership over their learning are more confident, have greater commitment toward goals, believe that success is within their control, demonstrate initiative, self-direction and experience greater productivity. All consistent with a growth mindset.¹

Eisenhower matrix

① Do First

First focus
on important tasks
to be done the same day.

② Schedule

Important, but
not-so-urgent stuff
should be scheduled.

③ Delegate

What's urgent,
but less important,
delegate to others.

④ Don't Do

What's neither urgent
nor important,
don't do at all.

Image Source : <http://www.eisenhower.me/eisenhower-matrix/>

¹ www.opencolleges.edu.au/informed/other/student-ownership-and-responsibility-are-key-to-academic-success
Podbean: <https://parentssurvivinghomeschooling.podbean.com/>
Spotify: https://open.spotify.com/episode/5prPxLFyS_IQFrM2ievbvSP
YouTube: <https://www.youtube.com/watch?v=nRuY53jTy0o>
Apple Podcast: <https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewPodcast?id=1505237624>



