

How to Build a Schedule THAT WORKS FOR YOUR FAMILY

Working from home with children can be overwhelming. Set yourself up for success with a schedule or set of daily to-dos. When everyone is on the same page and knows what to expect, things will run more smoothly. Follow the steps below to get started.

FIRST

DETERMINE YOUR OVERALL STRUCTURE

Think about your family members. Do they work better with a schedule? Or would a less-structured daily checklist work better?

THEN

FOR YOU AND YOUR PARTNER

DETERMINE YOUR SCHEDULE

When Do You Need to Teach?

Are there specific times you will need to be online? Or, can your schedule be more flexible?

When Can You Fit in Other Work-Related Tasks?

Think about prep time, giving feedback, grading, and more. How much time will these tasks take? Will you need to do them at certain times? Or, can you be more flexible?

DETERMINE YOUR PARTNER'S SCHEDULE

When Does Your Partner Need to Work?

Are there specific times your partner needs to be online? Or, can their schedule be more flexible?

FOR YOUR CHILD(REN)

Compile Distance Learning Assignments

Look at the amount of distance learning work each of your children is required to complete in a specific timeframe, and organize the information in one place.

Break Distance Learning Assignments into Daily Tasks

Break assignments into manageable daily tasks. Map out what to complete each day. Or, set goals for how much to finish in a certain number of days.

Determine the Amount of Time Needed for Distance Learning Each Day

Figure out approximately how much time your child(ren) will need to spend on schoolwork each day, so you know how much time to block off on the schedule.

FINALLY

CREATE YOUR SCHEDULE

Look over the answers to the questions above. Then, begin to fit the pieces of the puzzle together. If needed, get creative by incorporating morning shifts, dinner time shifts, and weekend shifts. Don't forget to try and schedule in time to do something enjoyable, like read a book, watch a favorite show, or exercise.