



CHILD CARE OPTIONS
www.childcareoptions.ca

**Child Care Options Resource
and Referral Program**

#100 – 6846 King George Hwy.
Surrey, B.C. V3W 4Z9

Canada

Phone:
604-572-8032

E-mail:
childcareoptions@options.bc.ca

ARTICLES & ACTIVITIES

Written By Nicole Wall

Mark Your Calendar

Soccer is wrapping up. Baseball is just getting started. There is the ballet recital and the picnic for Sparks. Don't forget Grandma's birthday party and the play date for little Jimmy. Oh yeah and the PAC Meeting! How can a parent keep everyone and their schedules organized?

It's EASY!! No really!! If your calendar is bulging and about to burst, all you need are some simple remedies to keep everyone on track.

1. Write everything on ONE calendar. Everyone and I mean EVERYONE in the family should be encouraged to write their "events", whatever they may be, on one centrally located calendar. That way when someone has something to add to the calendar they can see what is already scheduled and start those prioritization skills early, or later, whatever the case may be.

We write absolutely everything on the calendar - from which child's class has Show & Tell in a week to which day each child has library to when Mom is going to get her workout in to doctor appointments and dental check ups.

We also pencil in miscellaneous other information like "Grandma is going to Vegas from February 12th - 22nd" just in case we try to call Grandma and she isn't answering. So we worry and send the police over to her house to check on her (because she lives in another province and we can't check on her ourselves) and then when the police say there is absolutely no sign of her anywhere, we remember she is in Vegas for 10 days!! Not that that has ever happened. We just want to avoid it from ever happening again.

2. Check the calendar daily!! Now that you have everything written on there, you must check it to find out or remind yourself of what you have that day. You may even check it more than once because that appointment you remembered in the morning may have slipped your mind by the time you are coming home from picking the children up from school. I try to check the

calendar before I walk out the door every time. This doesn't always work, but at least you are getting in the habit of checking the calendar.

3. Keep a file of upcoming events & information. Set up a file folder near the calendar with information about upcoming events. If there is a slip of paper you need to take in with you when you go for your scheduled maintenance visit at the garage, put it in the folder. Then when it is time to go to the garage, voila! You only have one place to look - the folder. It is also handy for making notes to yourself about upcoming events. Like when you have more than one question for the doctor at your next visit. Or questions you want to ask about baseball practice. These are easily slipped in to the folder and checked later. Or written on a post it note and stuck on top of the folder to quickly peek at (next to the calendar) the next time you are heading out the door.

4. Declutter your calendar area. Keep the area near and around the calendar free of general clutter. If something comes home with one of the children that needs writing on the calendar, write as much information as you will need on the calendar and recycle the paper it came home on. If you can't put all the information on the calendar or you need the paper for future reference, file it accordingly. Either file it in the "Upcoming Events & Information" file or in a file labeled specifically for this area.

5. Keep up with the calendar. While it may take as short a time as 5 minutes a day to as long as 30 minutes a day, I know you will find it easier to have everyone's schedules and information right at your fingertips. If you really do not have the time to write things on the calendar when you receive them or hear of them, start another file with items to be written on the calendar. Make a habit of sitting down every day, perhaps after the children have gone to bed in the evening or first thing in the morning while you are eating your breakfast and write what you didn't have time to write earlier. This is also a great time to give yourself a "head's up" on what is scheduled for that day and the next day or two.

You can purchase a regular calendar at any store; however, I strongly recommend a large calendar with the biggest squares you can find. More Time Moms has a great calendar that includes stickers. There are several similar calendars available. It's also fun to keep your calendars as a kind of diary. Kids love to look back and see what the family was doing when they were two.

And now when you are under the spot light and the detective is asking you, "Where were you on the night of October 14, 2003?", you can simply answer, "Just let me check my calendar!"