



Time Management tips for working parents

- **Get prepared the night before** – Pack lunches, layout out clothes and get backpacks ready the night before. Decide what you are going to wear before going to bed, and don't be tempted to change your mind in the morning. Don't be tempted to go to bed thinking that you'll do it all in the morning – being prepared will make the beginning of your day run smoother and prevent arguments and tardiness.
- **Prioritise** – Establish what are the most important values or goals you and your family have. Use these goals to establish a criteria for what is a priority in your life. Simply make sure that the most important things get done, and don't try to always do every task that comes your way.
- **Simply your life** – give up what's not essential. To stay in balance you will need to live your life according to your values. If your kids and work are your most important priorities, lower your standards on household responsibilities. Learn to let the little things slide.
- **Enlist help** – Learn to delegate some responsibility. Do this by getting the kids to help with some chores, hire a cleaner to help with the housework, enlist family and other support networks to help out where possible. If you're a single parent, make sure you develop better network of neighbours and friends who can help out with a problem.
- **Use a weekly planner** – Create a weekly planner in the kitchen for all to see. Use the planner to block times for prioritised activities. Make sure you prioritise family time as part of your weekly plan
- **Cook double portions** – Every time you cook a meal, make double portions and freeze the unused half. This will help to make work nights easier for you and your family.
- **Don't be a perfectionist** – Its okay if the house goes longer than you think it should without cleaning or the stove doesn't get cleaned once a week. Save your energy for family activities.
- **Get the kids to bed early** – If the kids have a good bedtime, mornings will be easier, and you will get to enjoy some "time out" at the end of each day.

