



Tested Time Management Tips for Your Kids

***Suggestions from Homeschool Moms to Help You
Make Sure Things Get Done***

Compiled by Jim Erskine

Homeway Press

PO Box 187

Canmer, KY 42722

homeschoolradioshows.com

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**This ebook is only one of NINE great resources that make up
our Homeschooler's Time Management Toolkit,
which may be found at:**

www.HomeschoolTime.net

Introduction

In preparing our **Homeschooling Time Management resource toolkit**, we decided to go right to the source and surveyed over **400 homeschool moms** to discover what Time Management concerns, secrets and suggestions they might offer if they could share their experiences with other families. The insights, frustrations, tips, and ideas that they shared are “real life” solutions that you'll be able to relate to and learn from as you work on managing your own homeschool and family time.

One of the questions we asked related not to moms and their own time management problems, but instead, we focused on kids and THEIR ability (or lack thereof) to manage their time wisely.

We got some great and very helpful responses and suggestions from the families surveyed, and those responses are shared here in this report.

We haven't included all the responses we received on our survey here, because there obviously was some repetition. However, this cross-section of responses to our questions is representative of the shared concerns of other families, and the solutions they have found to address the unique time management issues that homeschool families face.

Some of the solutions that have worked for others may not be applicable to your own family situation, but every one of the thoughts and ideas shared here can be of value if you pay attention.

Learn... glean... apply what you can to your own situation. We hope this collection will help you manage YOUR homeschool, your family, and your time in wiser and more profitable ways.

-- Jim Erskine
homeschoolradioshows.com

What tips or suggestions would you have for helping YOUR KIDS manage their homeschool time better?

I would say less TV or video game time and more time with educational things. They will learn later in life that video games come and go but knowledge is forever

Provide them with a check list of things to get done. As they complete the tasks, seeing things get checked off will give them a sense of accomplishment and urge them along....

Frequent breaks (outside if possible) to expend energy.

Do the best you can and give mom a break she's learning too.

Do your school work first then you have the rest of the day to do other things.

Do your work first. Get at it and get it done, then you have all the free time you want- after the work is done.

Put them to bed knowing what tomorrow brings. Make 3-7 item lists for them to be responsible as soon as they wake. Depending on upper or lower grades, give them your goal for the week.

Keep working through a task until it is completed, but if you must stop working on something because you have a question or don't understand something, work on something else until you can get back to the original work.

I use a timer. I set it for the amt of time it should take to complete an assignment. Most of the time my son completes his work within that time frame. If he doesn't, it's my cue to see if he is struggling and needs assistance or if he's just goofing off. We've encountered both.....can you imagine that? :)

Give them ownership of their day rather than them being so dependent on the parent. Let them know what's expected of them. Have a routine...daily... so they can be in the habit of following a schedule.

They need to know what to do. How to get started. Teach them to be managers of their time.

Let them know there are consequences for dawdling. Like, when it's free time in the afternoon, that's when you get to do the chores, math, etc. you should have done earlier.

Obeys the first time. Have a good attitude. Respond in kind, when spoken to.

This has been a difficult area for us. Our kids are so involved in outside activities, that when they are home, they are wanting to just relax. We are using, with the older kids (teenagers) a contract type of thing. They have so much they are responsible for getting done if they want to do their outside activity that day. The younger two have more one-on-one time.

Use your time wisely. If you are waiting while others are being helped, work on something else. If you wake up early in the morning, get started on your work. Don't waste time waiting for someone to suggest that you do something.

Get plenty of rest. Go to sleep with God's Word on your heart. Get up early enough to spend time with Him. Always give the Lord the firstfruits of your time. Give all diligence to whatever task is set before you.

Remember that it could be worse ... worksheets instead of games, for example. Do the hard stuff first, then coast. Start on time so you can get done. Ask for what you need, without waiting on anyone to figure it out. Be creative; suggest additional or alternative ideas for getting a schooly-job done (e.g., "May we play Muggins sometime this week for math time?"

Before you sit at the table or desk make sure you have your pencils sharpened and everything handy that you might need. This way you aren't searching for any of your supplies during a big project. Also, listen to your mom. She really does have your best interests at heart.

Absolutely no TV or games before school work is completed. We also plan one or two breaks so no one gets too frustrated.

From the beginning have a schedule of some kind. Even if it is as simple as once you awake in the morning you will do the following things-----and be at the school desk by x time for school. But have a schedule that gives them boundaries and tasks to complete. Also, to just get work done so that you can have free time and not have that hanging over your head all day.

For independent work, older children can use a timer. Set a timer for 30 minutes. When the timer goes off, see what you have accomplished in that 30 minutes. Make it a personal goal to work more efficiently the next day.

Stick to your schedules and there will be plenty of time for friends and “fun” times. Be willing to do your work in the out of the ordinary place if needed. For example in the car or at a restaurant while waiting. Use your time wisely and practically. Plan ahead.

Mom's need to teach their kids how to organize. You could create a calendar file system for your kids so that each day they bring that day's folder to the front and whatever needs attention that day is right there in front of them. For younger children, make charts around the house to remind them how to do what they're supposed to do. We have a chart in our bathroom reminding them to close the lid, flush the toilet, pull up pants, turn out light. A main chart in your “classroom” could have all the chores and who's responsible for each one to be checked off when completed. We do a “home blessing” every morning where we clean something for 10 minutes. This is how I get dusting, sweeping, mopping, vacuuming, and gathering trash done for the week. We all work together. Assuming our kids will just magically know how to be organized is a mistake. Teach your children whatever method you use to stay organized.

Either sit down with each child and make a schedule together, or else make a list of goals to accomplish by such-and-such time of day.

Letting them know what comes next seems to help - they are motivated to get finished with the things they like least if they know something fun is coming up.

The older they get, allow them to help create their schedule so they can own it. Give them an incentive to be finished on time or even early. Go to the park, library, have a friend over, get to work on a handicraft, etc.

1. Post your own schedule where it is convenient to you. Make it one you can check off each day and get things done first thing in the morning. 2. Look ahead! Spend a few minutes after each subject to know what is coming for tomorrow. If you are using a traditional text book, reading the questions at the end of the up-coming chapter is a great way to 'see ahead' and to get a glimpse of what will be expected of you the next day. 3. Check in with mom often to see if you are on task and doing what she has in mind for you! 4. Have your own “Notebook” where you keep important forms, papers, schedules etc. Ask mom to make a copy of her schedule for you to have. Just knowing what mom has in mind for the day is a huge help to her and you! 5. Learn to not waste time...learn to save it! Just like you would save your money in the bank. Look for more efficient ways to get things done...like combining all inside trash cans into one to take outside to the big cans instead of a trip out with each little can. Little things when combined together will save you much in your “time-bank”. Bargain with mom that your time saved can be your own...for your own pursuits :) 6. Learn to not dawdle during any work you must do...chores, school assignments etc. Trust me...dawdling only works against

you! You lose time, you frustrate mom and the hours for school time turn into the whole day! What a waste!!! 7. Learn to seek God first everyday...no matter what!!! He wants you to ask for HIS help. Have a spot...your own spot....where you can seek Him everyday! 8. Remember to be thankful everyday in all situations! 9. Be responsible for keeping your own areas well organized and stocked with what you need for school, projects, etc. Keep your room tidy and organized that you might enjoy your fun hang-out place.

Tackle whatever has to be done straightaway and get it done. Do the tough stuff first. Save the easy and favorite stuff for last.

Remember that whining and complaining wastes the student's play time.

Persevere. Be teachable. Obey. Do your best. Remember that you are in training for your future. Think of it as being on a team: You have one head coach and several assistant coaches. God is the head Life Coach and your parents are the assistant life coaches. God has plans for your life, He has assigned you your parents, as life coaches, to oversee your training. They are trying to follow what God shows them about you, train you, and have you follow God's "plays" so you can be prepared to do what God has planned for you (give you the best life anyone could ever have!) Your job is to accept what they do. I know that this is difficult for some of you, but if you practice obedience and persevere, you will see some awesome rewards. Also, whatever you set yourself to do, keep this perspective, do it as to the Lord.

For those who are old enough - HELP your MOM and DAD!!!! Especially when helping care for the younger children so that mom or dad can take care of other things. As you said, there is only so much time in a day and many, many chores, and studies to do!!! It would be great if children who are old enough would take the time to wake up on their own, get ready for the day, and do their chores without having to be told.

Find their learning style and use tricks associated with that to help them concentrate (and therefor work more effectively) For instance, my daughter needs to be doing something with her hands while doing flash cards, listening to a real-aloud, etc. We don't have to go back over things so many times if she has a string or something to fiddle with while she's working. Also, trying to condense breaks (potty, water, snack) into one time might seem painful at the time, but it sure helps to get the school time faster.

When asked to do something just do it. It saves so much time. When you mess around and waste time it takes a long time to finish. This frustrates parents and kids. The more ready you are to do your job the more likely mom will say take a break if it is truly taking longer.

Listen to mom when she's giving instructions, then you will know what she wants you to do and be more successful in completing your lessons. Plus, she will probably answer your question if you just let her finish.

Take a break when your brain gets tired and come back when your head is clear. Eat a good breakfast and lunch and get some outside exercise every single day.

Teach them routines, and keeping their rooms, work areas, and school items neat. Our biggest problem is having a place for everything and keeping it there...or at least putting it back. Teach them to help Mom and Dad with laundry, cleaning, cooking, and home management. They get to interact with their parents and see how they manage their time and abilities.

CHECKLISTS!!!! Kids seem to manage their time much better when they see what is expected from them. A DAILY list works best as it is fresh and accommodates any updates from the day before.

Have something you are looking forward to doing lined up for after you finish your work. 2. Set a time limit, or know when you can take a break and refresh from working. 3. Choose an environment that you can work efficiently in (noisy vs quiet etc.) 4. Do your best the first time around!

Periodically it is good for kids to have to account for their time. For example engineering draftsmen have to account for their time. In other words how much of their time was spent on project A and how much time was spent on project B. It can be quite insightful to have a visual of where their day went!
Do what you are told to do first time.

Schedule your life as if you ARE at school, and therefore have time limits to complete things AND you are not available for phone / visits / play time / etc ... this enables you to focus and just DO what needs to be done.

Give them a QUIET place to work and refuse to let siblings pester them.

Learn self discipline at an early age. That may sound silly, but I did not learn self-discipline as a youngster, and I struggle with it every day in every area.

For the younger crowd....keep them on task. Don't let them wander off to play while you run off copies, find your notes, prepare the next set of lessons, etc. Be prepared ahead of time so that they don't get bored, lose interest, slip away and start playing which makes it hard to get their attention back again. For the older kids, set them on a schedule. When you do your lesson plans, prepare them a check list of what you are

expecting to be done today. At first you still have to keep them on track, working with their schedule. “Mom, I’m done with A what should I do now?” “Look at your checklist dear, what does it say for B?” Within a short time they will simply know to look and move on down your list. Make sure YOU are prepared for them as well....have copies made, pages marked, reviews set up, supplies needed on hand, etc. Eventually you should be able to hand them their checklist and tell them you’ll be available if they need you, and walk away. By this time, let THEM choose what they want to do first, but emphasize that ALL of it must be done. Some kids realize early on, usually without knowing they know this, that they do better at certain subjects at certain times, it’s their own natural rhythm. All of us have it even if we don’t realize it...you probably set up appointments at a particular time of the day because you subconsciously know you function better. It goes beyond the “I’m a morning person” but is very similar. Let (or help) your child find their ideal....when they are also ready to take on the responsibility of ensuring all the work gets done they just get to choose the order.

Just get it over with instead of procrastinating on subjects you don’t enjoy.

Don’t eat while you’re schooling, it really helps to lose focus. Do one task at a time, and do it completely.



Frazzled by all the “stuff” you have to do?

**Take a look at the Homeschooler's Time Management Toolkit
and Get Control of your Time & Family today!**

<http://www.homeschooltime.net/>