



Parenting Tips

TIME-SAVING TIPS FOR PARENTS

Time is often an issue for parents who juggle so many responsibilities and schedules, Here are some suggestions for using time wisely and managing it more effectively:

1. Schedule your key activities and important tasks.
2. Use lists and rate chores by priority.
3. Organize your home. Eliminate clutter and set up work areas so whatever you need is readily available. Set up a filing system for important records. Clean out the garage, attic and basement.
4. Eliminate time wasters. Don't open junk mail or accept telephone solicitations. Use an answering machine to monitor calls. Television is a terrible time-waster. Watch only particular shows that really interest you.
5. Overcome procrastination. Daunting tasks can be broken down into smaller, manageable components. Reward yourself for accomplishments.
6. Seek cooperation. Include family members, including children, according to age and ability. Have all family members share household responsibilities.
7. Change your habits.
 - ?? Start each day an hour earlier.
 - ?? Multi-task.
 - ?? Group similar jobs. Clean all the bathrooms at once. Do several outside jobs together.
 - ?? Become an efficiency expert! If you're going to the market, see what else needs to be done while you're out. If you're going to the basement to get cleaning supplies, put in a load of laundry.
 - ?? Put "waiting time" to good use. While standing in line, can you balance your checkbook, write a grocery list, read a letter?
 - ~~??~~ Be assertive. Learn to say "no" to anything that is not important.

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