

# Charts for Stress Free Planning & Scheduling

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By Kathie Morrissey

## **Introduction**

Thank you for purchasing my Stress Free Scheduling and Planning set. I am a mom of eight wonderful kids, and we have been homeschooling for 28 years. These are ideas and tools that I have adapted over the years to make planning much easier, and to help us stay focused on our priorities and goals. I hope this information will be a help and encouragement to you! Please do not copy any of this information or these forms for use outside of your own family. If you have questions about any of the materials, feel free to email me at:

[Kathie@courtshipconnection.com](mailto:Kathie@courtshipconnection.com)

I'd love for you to come and visit my blog where I regularly share many practical homeschooling tips and ideas. [www.thecharactercorner.com/blog](http://www.thecharactercorner.com/blog)

Happy planning!

Kathie

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## GOALS OF HOMESCHOOL

For most of us the goal we have in teaching our children at home is to instill Godly values and character in them, and to teach them the skills they need to become productive adults.

"True education seeks to train not just the mind, but also the heart and soul. This is what we call character training. The most important area of instruction is not academics, but the development of godly character. If a person has great intellectual knowledge but little godly character, his life will not have much positive impact upon the world in which he lives.

Development of character is critical to the proper growth and maturation of a young child. Home educators are returning to the crucial development and nurture of character. The most important task of the educator is to prepare his students for life. And the best way to prepare a student for life is to teach, model, and promote the development of godly character. Character training is the most important and most laudable activity for a teacher to be engaged in. If a student is taught nothing else save character alone, he will be better prepared for life than those who are taught pure academics but no character." -Ray Ballman, "The How & Why of Homeschooling"

The Bible gives us a list of our priorities to help us accomplish our goals. II Peter 1:5 "add to your faith, virtue (or character), and to character, knowledge". So our priorities as we plan our schedule should be:

1. Build our children's faith. Teach them about God and His Word. Help them develop a love for God, and a desire to please Him. We want to prepare them to serve Him. I would encourage you to start your day with a "quiet time with God" for all the kids who can read. Have them spend a few minutes reading God's Word and praying before or after breakfast. (Having the non-readers watch a chapter of Picture Proverbs during this time enables them to also develop the habit of starting their day with God's Word. It also makes them feel like they are "big" like the older siblings who are reading God's word. (Read more about Picture Proverbs in our character store)

<http://courtshipconnection.com/character-store/>

2. Build our children's character. Daily character lessons are an important way to teach your children what godly character looks like, and an opportunity to show them from God's Word how they can grow in those areas. This is also a

family Bible time, as the character lessons come from God's Word. You can also have them memorize verses for the character quality you are studying.

3. Teach them academics. The first two will help accomplish the goal of instilling godly values and character in them. This point, teaching the academics, is when we teach them the skills they need to become productive adults.

For a great article on goals and priorities, go to my blog and read the post: "Keeping School in Its Proper Place."

<http://courtshipconnection.com/?p=811> (Copy and paste in your browser)

If you keep these goals and priorities in mind as you make school plans, it will give you guidance and direction, and help you to stay focused on the choices that fit into what you are trying to accomplish. With multi-level teaching this is one of the most important things you can do – remember the goal!

## IDEAS FOR MULTI-LEVEL TEACHING

1. Obedience and character first. You really won't get anywhere with teaching your children phonics or anything else if they aren't obedient. You will end up frustrated if obedience is a daily issue, and will waste valuable time daily "fighting" to get them to do their work. Start when they are toddlers, and teach them obedience. (Doing what you are told the first time, with a good attitude.) The time you spend on that in the early years, will save you much headache and work as the kids get older, and will be well worth the time and effort! Be sure you also work on other character qualities, such as attentiveness, self-control, and diligence. The foundation of character will make the teaching of academics much more productive.

2. Remember what you are trying to accomplish. Planning for several children can be a bit overwhelming, and it's easy to get so bogged down by all the lesson plans, curriculum choices, and books that we lose sight of our goals. If you have set goals, it will help you know what your priorities should be each day, which makes planning much easier. Don't let academics take precedence over the goal of instilling godly values in your kids! (See Goals of Homeschool on **page 4**, and add your own thoughts to it.)

3. Get organized, and schedule your day. Your homeschool will only be as good as your ability to discipline yourself is. Make a firm resolve to sacrifice your time and discipline yourself to give your kids the best education spiritually and academically. Set up a schedule/routine for your days so you will be in control, rather than the circumstances or mood of the day determining what is or isn't done. (See "Creating Your Homeschool Schedule" (**Page 10**) for scheduling tips and ideas.)

4. Teach subjects jointly when possible. Obviously, you can't do this with phonics and beginning math. However, you can have Bible, Character, Science, and History together. Adjust the requirements from each child based on their age and ability. I might have my younger kids fill in blanks as I teach, while the older ones take notes. Or I might assign younger ones to answer multiple choice questions showing they have learned what was taught, while the older ones will have to write a paper about it, or take a test.

My kids enjoy doing some work all together, but other than Bible and character, I didn't do subjects jointly for many of my homeschooling years. Because of the wide range of ages, it took up too much of my time that was needed to help little ones with basics, and took too much planning at that stage.

5. Teach them to be independent learners. If you have different subjects for each child, AND you have to teach each one of them and work with them on

their subjects, you aren't going to last. The goal is to teach them to learn how to find answers, and learn for themselves. You are there to answer questions, and guide them, but you shouldn't have to sit and do all their work with them. (Other than beginning students, who are still learning phonics and early math.)

6. Take advantage of educational software and DVDs. You can get some great DVDs for Science and History, and have the kids watch them and learn while giving you time to work with other kids, the toddlers, or fix a meal. You can get also some fun computer games that are educational. We have used Quarter Mile math for their math drills instead of me doing flash cards with all the elementary kids. For Phonics I used Alpha-phonics, in addition to our phonics lessons. There were also some Reader Rabbit games we used, that reinforced their reading and math skills. Our kids also loved listening to Patch the Pirate CDs while they played, or did subjects like writing. By doing so, they were learning some great character building songs.

7. Limit outside activities. Realize that you are in a season of your life that is demanding, as you juggle being a mom with also being the teacher. If you are so busy running to extra activities all the time, you end up neglecting your priorities, as well as getting irritable from always being on the go. Things that are important to you get neglected, and then you feel guilty. Realize you can only do so much in a day, and choose wisely.

8. Choose curriculum that doesn't require you to do a lot of preparation. Some choices to consider that will make it much easier on you:

Switched on School House, ABeka DVDs, Teaching Textbooks computer), or ACE paces. Some of these are done on the computer, and all are self-teaching. These are more expensive than textbooks, so I have used a combination of both, depending on the situation each year.

9. Make sure you take time to enjoy the kids! Don't get so busy rushing from one subject or child to the next that you fail to enjoy the time with them. It's easy to get so serious that we get stressed at anything that slows us down. As a result, we get impatient with them, and miss some opportunities to just enjoy being with them, and talking to them, or listening to what they have to say. If you have every moment scheduled, and no downtime, you are going to burn out. Allow a margin each day for unexpected interruptions, or for tasks that may end up taking longer than expected.

## IDEAS FOR KEEPING TODDLERS BUSY

1. Include them in some of your school activities when possible. When the older kids are all having their Bible time, get your toddler & preschooler excited about their "Bible time". Have them watch a chapter from the Picture Proverbs dvd daily, and they will be hearing and watching the whole book of Proverbs every month. They will feel like they are "big" by being able to have their Bible time like the siblings do, but even more important, they will be getting the book of wisdom into their hearts and minds, while developing the habit of "reading" God's Word daily.

2. Include toddlers & preschoolers in your Bible/Character lesson. They may not understand all of it, but you would be surprised at how much they take in. I always allowed the little ones to play quietly with little cars or blocks during this time. Even though their hands were busy, they were listening, and I wanted to include them in this most important part of our day.

3. Schedule time slots during the academics when older siblings will play with or read to the younger ones.

4. Have special school time only toys for them to play with.

5. Change their activities about every 30 minutes. This will keep them from getting bored. Some of these activities will be in assigned areas, such as the rec room, or the kitchen table.

6. Based on their age, allow them to "work" at the table by you quietly as you help or supervise a sibling. You can give them coloring sheets with letters, numbers, or animals.

7. Activities for toddlers & preschoolers:

- \*Duplo blocks

- \*Play in water at the sink with a funnel and some plastic eggs, or toys

- \*Make a tent in the living room for them to play in.

- \*Magnetic letters or numbers on the fridge or a cookie sheet

- \*Buy or make some little beanbags, and have them try to throw them into a bowl

- \*String large macaroni noodles or cheerios



- \*Stack plastic cups
- \*Cut out coupons that you aren't going to use
- \*Play with cars on a car rug
- \*Play with boxes from the grocery store.
- \*Play-Doh and accessories
- \*Coloring book and crayons or washable markers
- \*Stencils, stickers

## CREATING YOUR HOMESCHOOL SCHEDULE

Making a schedule for your homeschool can seem like a **HUGE** task, and be a bit intimidating. If you're like me, you'll find yourself putting it off, because you know how much time and work it will take. The forms in this packet are intended to make the planning and scheduling easier, and make it a (relatively) stress free project. Below are some ideas to help you as you begin filling out the forms that will be used to create your school schedule/routine.

1. Break activities into small time slots for your younger children, and alternate it with sit down work, and fun active things. Take short breaks to spend time with the baby and/or toddler. It refreshes you, and makes them feel included and loved. Also, schedule older children to help with toddlers/babies for 30 minute intervals during the school day to free you up to help younger children. Your older children will love being able to play with the little ones, and consider it a nice break from their school work. You can also have older (high school) children help teach Phonics to a younger sibling, listen to them read, or help them with Math. (See list of ideas for toddler activities.)

2. Encourage independent learning. Let them set their weekly goals, and they will be more motivated to get the work done. For my younger kids, I fill in what pages or work needs to be done (see sample school chart page 23), but I let the older ones do that on their own. At the beginning of the school year, I give them all their books, and they divide it out by quarters. Then when they fill out their weekly school chart, it is easier for them to see how much they need to do each day to get it done on time. I also let them choose in what order they want to do their subjects, unless it requires my assistance and needs to be at a certain time to fit my schedule with each of them.

3. Remember that your schedule is a tool, and not your master.

4. Realize that your schedule may not look the same every day, and may not run perfectly. Homeschooling is about teaching your children about life, and life isn't always predictable. There will be days when the kids are sick, extended family members need help, appliances break down, etc. Because of this, it's important to schedule your priorities FIRST thing in the morning. Then if interruptions come, you will have accomplished the things that matter the most.

5. Choose whether to operate on a "schedule" with set times, or a routine. I personally find it has worked better to schedule things in blocks of time, rather than in time increments. You still get the work done, the kids learn the routine and flow of each day, and if you get interrupted, or one subject takes longer than expected, you just continue on with the flow – minus the pressure of "being behind schedule".

6. Be sure to have a quiet time in the middle of the day. This is good for Mom, and all the kids. They are together all day, and just having a quiet time for each of them to recharge will do wonders. This can include naps for babies and toddlers, lying in bed and quietly looking at books for some, and reading for the older ones, or listening to good music while relaxing.
7. Avoid interruptions during the school day as much as possible. Turn your cell phone to silent, and leave it in the other room. If you have a house phone, turn the recorder on. Let friends and family know that you are “in school” till a certain time daily, and visits are welcome any time after that set time.
8. Focus on core subjects. Math, reading, and writing should be the top priority as you plan your academic schedule. Add the other subjects in as time permits, keeping in mind what your state requirements are.
9. Start your planning with the oldest student first, and work down to the youngest. While we don't want to neglect the education of the youngest, their teaching will be less intense, and we have more years to get it taken care of than we do with the students who are close to graduating. We want to make sure that we cover all the courses required for graduation and college with our older students, so they will graduate on time and be prepared for future training.
10. Schedule chores as part of your “school” chart. This is good character training for the children, and it takes a load off of Mom! Decide who is going to do which jobs and when, put it on your master chore chart, and on their school chart. This will make it much easier to maintain an orderly home.
11. Schedule time to work with each of your children individually, based on their age and needs. Teach the others to work or play quietly while you are helping a sibling. This is a great way to teach your kids to show consideration for their siblings while working quietly and waiting for their turn to be helped. While waiting, they should do the work they are able to do on their own, and put aside the subject(s) they need help with.
12. Maintain weekly school charts to make sure the kids are completing their work daily. Set a time in your schedule to check their charts daily! Another option, if you tend to get busy and forget to check them, is to have them bring their chart to you before they are excused to go to their free time activities for the day.
13. Set aside a small amount of time at the end of each week or planning. Use this time to enter the grades from the school charts onto the Record of Grades Earned chart. (page 25). Get the school charts for the next week ready at this time also

14. Plan outside activities around your homeschool day. Sometimes it is hard to schedule doctor's visits around your school time, but whenever possible make appointments later in the day. Also, try to combine the outside activities/errands on one day, rather than cutting up several days.

15. Pray and ask God for wisdom before starting to plan. "Commit thy works unto the Lord, and thy thoughts shall be established." Proverbs 16:3

## HOW TO USE THE SCHEDULE AND PLANNING CHARTS

1. Write down your goals and priorities for your homeschool and family. This is the starting point for what you need to accomplish each day. "Goals are the links in the chain that connect activity to accomplishment." -Tom Ziglar (Read Goals of Homeschooling – **pages 4, 5**)

2. Choose a yearly schedule. (See **page 17**)

3. Fill out a Planning High School chart for each high school student, so you know what you need to cover during their 4 years of high school. (**page 19**)

Sample: Planning High School Chart

SUBJECT	<u>9<sup>th</sup></u>	<u>10<sup>th</sup></u>	<u>11<sup>th</sup></u>	<u>12<sup>th</sup></u>	Requirements vary by state
Math	<u>Algebra 1</u>	<u>Algebra 2</u>	<u>Geometry</u>	<u>Adv. Math</u>	Algebra Geometry Adv. Math

4. Fill out a "Resources for the Year" chart for each child (**page 20**)

Sample: Resources for the Year

SUBJECT	PRODUCT	PUBLISHER	SUPPLIER
BIBLE	<i>New Testament Survey</i>	<i>Switched on Schoolhouse</i>	<i>Alpha-Omega Pub.</i>

5. Fill out a school chart for each child. **See sample in package.** (**pages 21, 22**)

I suggest filling in the subjects on each child's chart, then making a copy for each week of the school year. (36 weeks for 180 days) Punch holes in the charts, and give each of the kids their own notebook. I have found from experience that charts that aren't in a notebook go missing!

6. Make a master job list for all the chores in the home. (**page 23**)

Sample: Master Job List

Room	Job	Daily/Weekly/Mthly
Kitchen	Sweep floor	Daily

7. Delegate chores for each child. Add them to their school chart, so they know what jobs to do each day. Then add them to the Weekly Chore Assignment chart, so you can check at a glance to see who is responsible for which chores. **(page 24)**

Sample: Weekly Chore Assignments

Name	Monday	Tuesday	Weds.	Thursday	Friday
Mark	<i>Sweep Kitchen and hall</i>	<i>Vacuum LR, FR, and office</i>	<i>Clean the half-bath, and laundry room</i>	<i>Vacuum basement steps and Rec room</i>	<i>Clean kitchen counters, island, &amp; sink</i>

8. Set up a daily schedule/routine.

Sample: Daily Routine

- Rise, get dressed & ready for day
- Breakfast
- Quiet time alone (Mom and all kids who are able read Bible & pray; younger ones watch a chapter from our Picture Proverbs dvd)
- All of us at kitchen table for Bible & Character. (A character lesson & Bible memory)
- Block of time for academics, followed by their individual chores for the day
- Lunch/quiet time
- Resume/finish academic block for those who are older & need longer; younger ones may do educational software or DVD, or play quietly
- Free time if school chart, including jobs, has been completed

If you prefer a schedule that has things at certain times throughout the day, use a schedule chart **(page 25)**, rather than a routine. I'd suggest if you do this, that you have a block of time for academics, rather than set times for each subject. You can choose whether you want to schedule just through the end of school and jobs, or the entire day. I have found that just having a routine for the

important things, has helped us to stick to our priorities, and accomplish our goals, while still feeling the right amount of flexibility.

Sample: Daily Schedule for Family

	<b>Mom</b>	<b>Daniel</b>	<b>Anna</b>	<b>Debbie</b>	<b>Mark</b>
9:00	<i>Bible &amp; Char.</i>	<i>Bible &amp; Char.</i>	<i>Bible &amp; Char.</i>	<i>Bible &amp; Char.</i>	<i>Bible &amp; Char.</i>
9:30	<i>Phonics - Mark</i>	<i>Math</i>	<i>Toddler time</i>	<i>Writing/Reading</i>	<i>Phonics w/Mom</i>
10:00	<i>Math - Debbie</i>	<i>Play w/toddler</i>	<i>Language Arts</i>	<i>Math w/ Mom</i>	<i>Read with Daniel</i>

9. Each week transfer the grades from the school charts unto the Record of Grades Earned chart. **(page 26)** It's not necessary to do this in elementary school, unless you want to have a record of their grades. However, in high school you need to keep grades for all their work, so you will have a record when you put their transcript together.

<u>Date</u>	<u>Math</u>	<u>English</u>	<u>History</u>	<u>Biology</u>	<u>Spanish</u>	<u>Bible</u>	<u>Speech</u>	
9/23	95%							
9/30	99%							

10. Keep a record of books that have been read on the Student Reading Record chart. (**page 27**) Print a chart for each child, and put it in their School Chart notebook.

<b>Book Title</b>	<b>Author</b>	<b>Date Finished</b>



## SETTING A YEARLY SCHEDULE

Most states require 180 days of school per year, but you can choose the schedule that works best for your family, whether it be year round, traditional, or a combination of days/weeks on and off that meet the required days. Here are some choices and ideas you can choose from when setting up your schedule for the year.

- Thirty-six five-day weeks. (Traditional school year, though you can choose what months you want to start and end with.)
- Twelve five-day weeks, then four weeks off. (Three months of school, then a month off)
- Six five-day weeks, then two weeks off. (Six two-month blocks per school year)
- Three five-day weeks, then one week off each month. (This would be year round)
- Forty-five four-day weeks. This gives you a three-day weekend, and you are still able to take seven weeks off per year whenever you'd like them.

Even when we did the traditional school year from September – May, I found it was very beneficial to still do at least a little bit of academics in the summer months for the following reasons:

1. It's good to keep them going on Math all through the summer, even if it's only two or three days a week. That way when you start school back in the fall, you don't have to spend the first few weeks reviewing all that they forgot over the summer.
2. It's good to keep them reading and doing a little writing for the same reason. You want to keep their skills sharp.
3. It's good to keep them used to a little bit of structure and routine. First of all, it keeps them happier if they are busy, and don't have time to get bored. Second, it's easier for them to get back into the school routine in the fall when they have had somewhat of a routine throughout the summer.

## SUGGESTED RESOURCE LIST

Alpha Phonics - <http://www.alphaphonics.com/>

Quarter Mile Math - <http://www.thequartermile.com/>

Picture Proverbs DVDs – <http://thecharactercorner.com>

Abeka Homeschool DVDs - <http://www.homeschool-rewards.com/homeschool-dvd.html>

Math Teaching Textbooks - <http://teachingtextbooks.com/>

Switched on Schoolhouse - [http://www.aophomeschooling.com/Switched-On-Schoolhouse\\_overview](http://www.aophomeschooling.com/Switched-On-Schoolhouse_overview)

ACE Self-teaching Paces - <http://www.aceministries.com/>

Patch the Pirate CDs – [www.thecharactercorner.com](http://www.thecharactercorner.com)

Character Building for Families – [www.thecharactercorner.com](http://www.thecharactercorner.com)

## CHART FOR PLANNING HIGH SCHOOL

SUBJECT	<u>9<sup>th</sup></u>	<u>10<sup>th</sup></u>	<u>11<sup>th</sup></u>	<u>12<sup>th</sup></u>	Requirements vary by state
Math					Algebra Geometry Adv. Math
English					Grammar Composition Literature
Science					Biology Chemistry Physics
Social Studies					World History US History Government Economics
Foreign Language					
Phys. Education					
Fine Arts					Drama Music Art
Electives					Computer skill Home Ec Shop class

## RESOURCES NEEDED FOR THE YEAR

SUBJECT	PRODUCT	PUBLISHER	SUPPLIER
BIBLE			
MATH			
LANGUAGE ARTS			
SPELLING/VOCABULARY			
LITERATURE			
HISTORY/ SOCIAL STUDIES			
SCIENCE			
PHYS. ED			
FOREIGN LANGUAGE			
ELECTIVES			
ELECTIVES			

# SAMPLE SCHOOL CHART

Student: Mark

Date 8/27/12

Quarter 1 Week 1

Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Grade
Bible Reading	(Child fills in the chapters they read)					
Math	Lesson 1					
Language Arts	Lesson 1 Write the vocabulary words					
Reading/ Literature	45 minutes (Write down the pages you read)					
Science	Read Lesson 1, Answer the questions					
History	Pages 1-15 Answer questions for those pages					
Phys. Ed (MWF)						
Practice Piano 30 minutes						
Chores	Sweep Kitchen and Hall	Vacuum LR , FR, and Office	Clean the downstairs bathroom;	Vacuum basement steps, and the Rec Room	Change and wash your bedding; Clean and dust room	

# SCHOOL CHART

Student: \_\_\_\_\_ Date \_\_\_\_\_ Quarter \_\_\_\_\_ Week \_\_\_\_\_

Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Grade

## MASTER JOB LIST

[illegible]

**WEEKLY CHORE ASSIGNMENTS**

Name	Monday	Tuesday	Weds.	Thursday	Friday



DAILY SCHEDULE FOR FAMILY


## RECORD OF GRADES EARNED

Student: \_\_\_\_\_

[illegible]

# STUDENT READING RECORD

Student Name: \_\_\_\_\_

[illegible]