

The Character Corner

STAYING ON TRACK: HOW TO GET IT ALL DONE!

Kathie Morrissey

3 Steps to Take:

- 1.
- 2.
- 3.

HOW TO GET IT DONE!

1. Place a list of your priorities somewhere where you will see it often, and daily do the most important things first.
2. Make a routine/schedule to follow.
3. Be flexible.
4. When planning, consider the different areas you need to plan times for.
5. Break jobs down into smaller tasks.
6. Enlist the help of your kids.
7. Teach your kids to do their school work independently, when they are old enough.
8. Be realistic in your expectations about your house.
9. Set aside time each evening to make a list for the next day.
10. Schedule time for self-renewal.
11. Find your time wasters.
12. Make a "stop doing" list

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Suggested resources:

[Charts for Stress Free Planning & Scheduling](#)

[Child Training Tips](#)

[Character Building for Families](#)

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