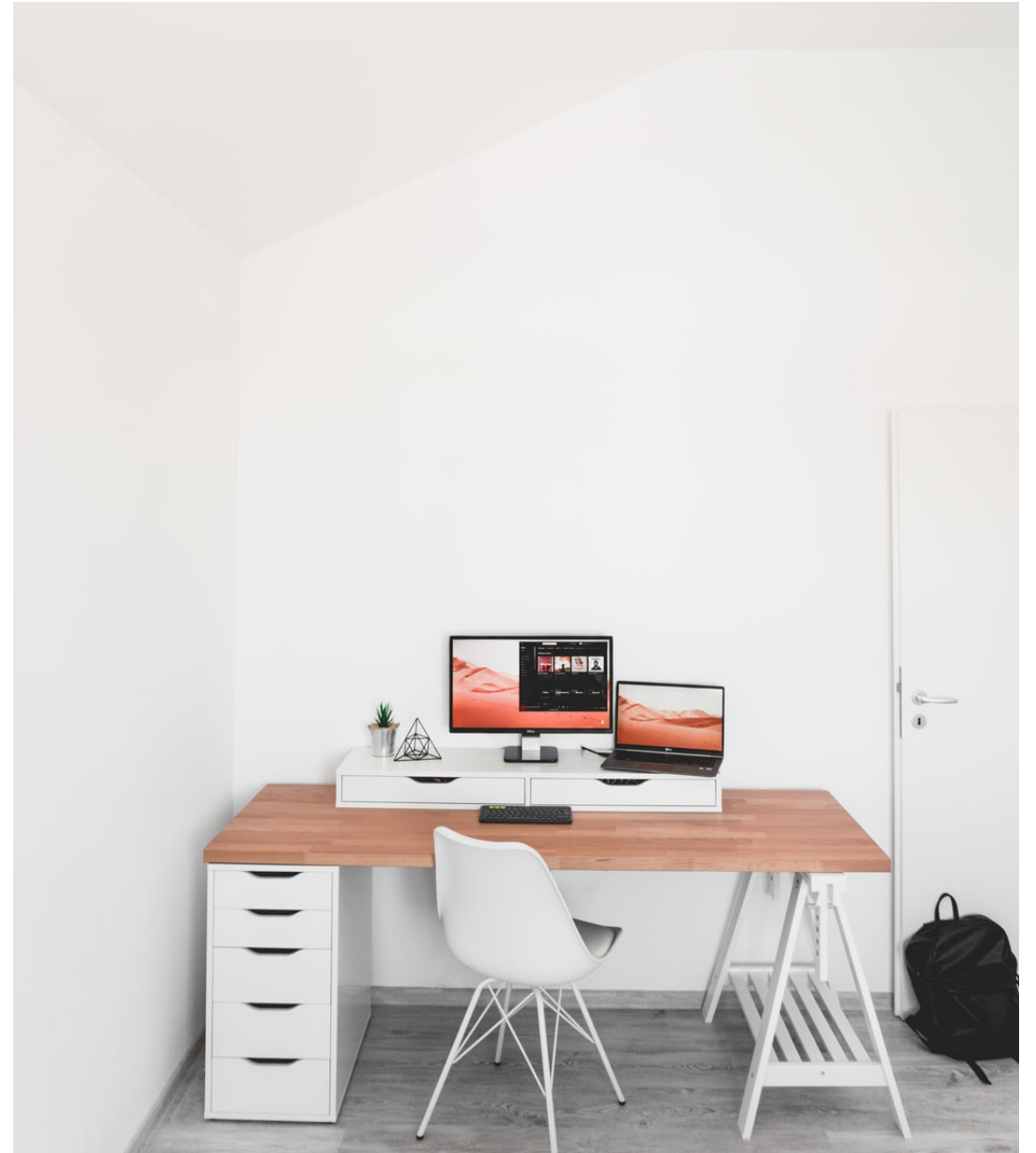




# BALANCING WORK & SCHOOL FROM HOME

CONSULTING TOOLS  
FOR REAL LIFE



# SET AN AGENDA

Pick a routine and stick (mostly) to it.

## CREATE A RHYTHM

Maybe you make breakfast at 7:15 AM each morning. Or eat lunch at noon. Whatever it is, create a regular rhythm so everyone knows what to expect at the beginning of each day. A visual schedule is particularly helpful for kids.

## USE A PRODUCTIVITY APP

Consider a productivity app like Forest, Donut Dog, or Habitica to provide a visual reminder of how staying focused on a task can also be fun.

## CELEBRATE THE END OF THE DAY

Take a few minutes to celebrate the end of the workday. It could be a fun alarm sound, a short dance party, or a brief walk outside.

## SET A TIMER

It can be easier to focus when you have an end time in mind. Set a timer to denote when focus time begins and ends—if this is a new concept in your house, try focusing for 10-minute increments at a time to start.

## BE OKAY WITH RANDOM FUN

Be careful with overscheduling—an unscheduled break every once in awhile can help reset your brain and lead to lasting memories.



# MANAGE THE TO DOS

Keep track of what's happening (and not).

## MAKE A KANBAN BOARD

Keep track of tasks that need to be done, in-progress tasks, and tasks that have been completed. For a Kanban board in a pinch, use painter's tape on a window to create 3 sections and use sticky notes for each task.

## CREATE A BOREDOM LIST

Put together a list of things your child can do when they have completed their current activities and are bored. This list should be distinct from the Kanban board tasks; think of this as the “parking lot” of ideas.

## GIVE KIDS OWNERSHIP

Involve kids in schedule and activity planning, including prep for the work/school day. Encourage kids to create or illustrate a visual daily schedule, decorate activity boxes, or other art projects.



# DIVIDE & CONQUER

Delegate the work to get more done.

## TAKE A SHIFT

Alternate with another caregiver—take half of the day or a few hours here or there. Waking up a little early or staying up late to catch up on work can help, too.

## PREP AHEAD OF TIME

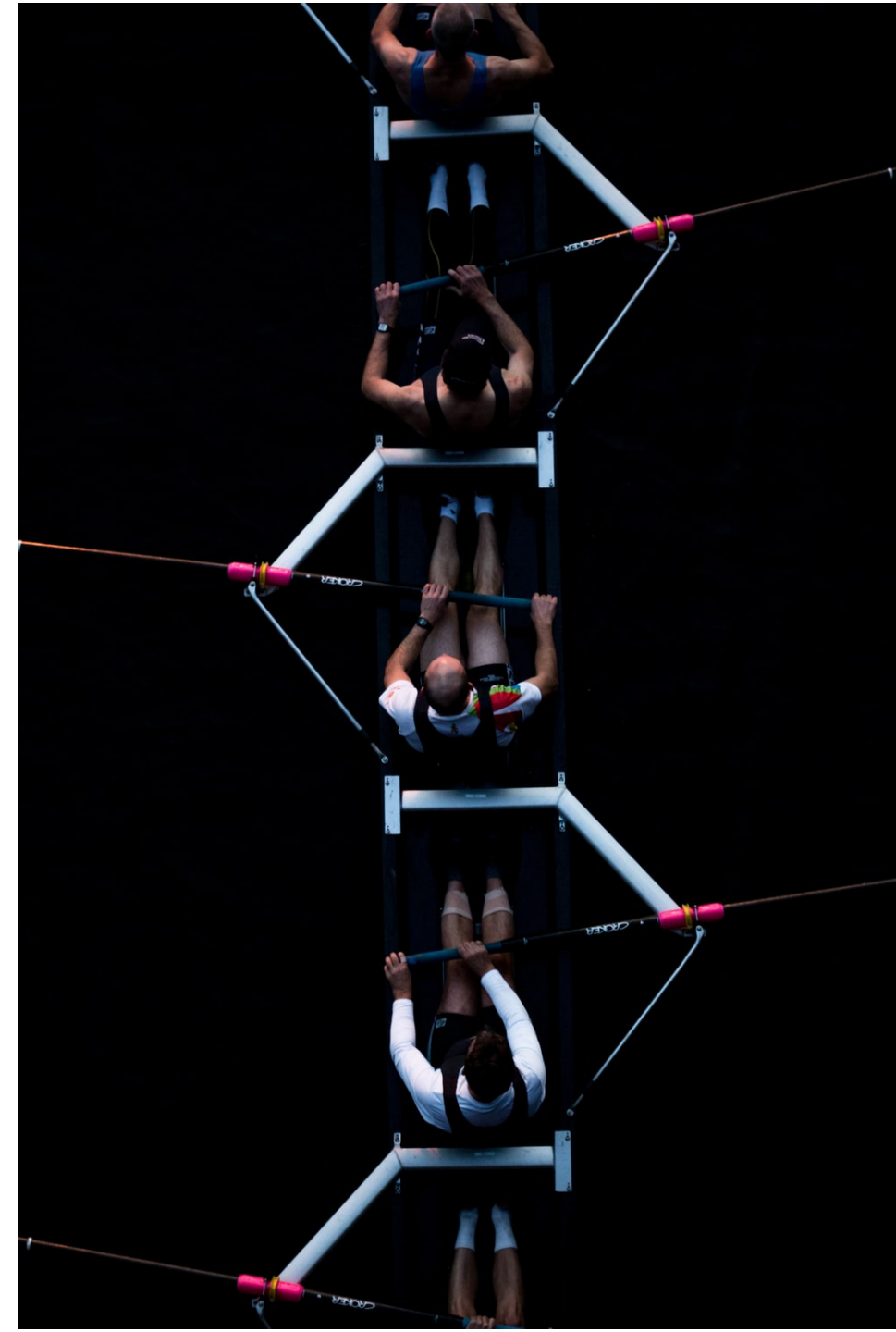
Prep activities and snacks ahead of time (“self-serve” stations) so everything is ready to go for the work/school day. You can also make prep time a group activity to encourage ownership!

## FIND A VIRTUAL HELPER

Set up a recurring virtual call with a grandparent, aunt, uncle, or friend with your child to share the load and keep social connections strong.

## ASSIGN JOBS

Make sure everyone has at least one recurring job, such as cleaning up the table, putting materials away at the end of the day, or making the bed.





# MIX IT UP

Kids and adults both need variety in the day!

## WALK OUTSIDE

Enjoy some fresh air! Whether you are taking a call outside (remember walking meetings?) or taking a mental break, the physical activity will help refresh your brain.

## TAKE A BREAK TOGETHER

Eat lunch, read a book, or do some jumping jacks together. Take short, defined breaks that focus all of your attention on your child.

## PLAN A MIDDAY WORKOUT

Try yoga, meditation, or an action-packed workout during the lunch hour. Check out YouTube and Go Noodle for kid-friendly options, and remember to make it fun!

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# ASK FOR HELP

You are not alone.

## TALK TO OTHER PARENTS

Text, email, Slack, or call other parents to share ideas of what does and does not work. Host a virtual parents' lunch with fellow parents or friends to discuss effective WFH strategies and just...talk.

## STAY SOCIAL

Consider a daily challenge with other families, like building a tower or going on a nature walk. Group message the pictures or start a private Facebook group to remember that you are not alone!

## MAKE IT BETTER

Re-evaluate how things are going every few days, with an eye toward continual improvement. And give yourself some grace—it will not always go perfectly, but we can work to make it better tomorrow.

## ESTABLISH REGULAR TOUCHPOINTS

Who can be a sounding board? Set up a regular time to talk with someone outside your home, like your work team, coworker, friend, and/or your child's teacher.

## FIND A HEALTHY WAY TO PROCESS

Consider journaling, meditation, music, an art project, or whatever way you process best. Remember that it is important to take care of yourself, too.

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