

Women's Business Workshop



Summer Survival Guide

For Work at Home Moms

Resources, Tips, and Checklists to help you
get your work done while the kids have fun!

Written by Robin Walker
WomensBusinessWorkshop.com

Table of Contents

I **Intro- Gear Up Mamas, They are Coming Home!**

Kid Activities and Occupiers

2 **Summer Activitiy List**

4 **Daily To Do Checklist**

9 **Summer Centers**

II **Kids in the Kitchen**

I5 **Mother's Little Helper Ideas**

I8 **Let's Get Reading - Ideas and Scavenger Hunt**

20 **Escape Plan- Weekly Outing Ideas**

Setting Up Your Summer Plan

22 **Determining Your Office Hours**

25 **Planning Your Summer Schedule**

26 **Extra Goodies**

Kitchen Rules Printable

Mommy's Working Sign

Blank Week and Month Calendar

Survive and thrive this summer!

Gear up Mamas! They are coming home!

It is time to make your plan for this summer before you hear your first 'I'm Bored!'. All moms work in one way or another, whether you are building your own business, working for a company, or doing the important business of raising children. We have important things to do!

I love my children and I do love when they are home in the summer. The reality is, however, that we all need some routine, and some accountability to all stay sane. The bills keep coming in the summer and Mama has to work.

My goal for The Summer Survival Guide is to help you balance your work time with family summer fun, while keeping the kids happy and the household running smoothly!

Support • Resources • Community



Join us in our **EXCLUSIVE** facebook group, just for Survival Guide members.



Follow Women's Business Workshop on Pinterest for even more ideas!



Hang with us on Instagram
WomensBusinessWorkshop

I'm Robin and I've used my years of elementary teaching experience and 10 years of running my own business to create this workbook.



My husband works very long hours in the summer and it is up to me to keep the kids happy and occupied, while still find time to build my business.

This workbook is a compilation of all of the different ways I have balanced family and work over the past 10 years, with some new ideas mixed in.

I look forward to seeing you in our facebook support community! Join us at Women's Business Summer Survival Group.

Women's Business Workshop

Summer Activity List



Most moms I know need to get work done on a daily basis, whether it is building their business, organizing the household, or starting up a new side business. When kids come home for the summer, it is hard to juggle it all.

If your kids are school-age (kindergarten through high school) chances are that they can self entertain for at least part of the day. Sometimes they will naturally do this, and other times they may need some help. I have made up a huge list of activities that kids can do while you get your work done.

Every summer, I print out one list per child, and put it on their own clipboard. This becomes their 'Summer Clipboard'. We use it to hold any of the daily lists or their reading scavenger hunt. A clipboard is much harder to lose than a bunch of loose papers! Whenever the kids are bored or having trouble finding something to do, I refer them to their list. The kids can add their own ideas as well.

Most of the activities are things kids naturally do, the list just helps on those days when 'There is NOTHING to do Mom!!' They are also carefully chosen activities that should be able to be done independently by most school age children.

See the activity list on the next page. ==>

Work at Home Mom's Guide to

SchoolAgers Summer Activities

Checkoff each activity when you are done. Please clean up after each activity.

GET SMART

- Read a book
- Write a letter
- Do a puzzle
- Write a story
- Math flash cards
- Sink or float experiment
- Memorize a verse
- Mad Libs
- Make a Word Search
- Make a Board Game
- Write and sing a song
- Read a book under a tree
- Do a word search
- Research a person you admire
- Write a family newspaper
- Animal Report
- Create a menu
- Make a stop motion video

HELPING HAND

- Do a chore
- Random Act of Kindness
- Organize your closet
- Pray for someone
- Organize the kid DVDs
- Brush the dog/cat
- Call grandparents
- Find 3 toys to donate
- Make a thank you for the mail carrier
- Write a thank you
- Make a family snack

IMAGINE THAT

- Play dress up
- Blanket fort
- Make a treasure hunt
- Make a mask
- Doll salon
- Stuffed animal vet office
- FP 'Little People' village
- Play school
- Build an army guy fort
- Play restaurant
- Play library
- Stuffed animal zoo
- Set up dolls and take pictures
- Water tea party
- Cardboard box creations

GETTING CRAFTY

- Color a picture
- Paint with watercolors
- Bead jewelry
- Fabric markers on an old tshirt
- Playdough
- Draw a town for hot wheels cars
- Make a Bingo game
- Sew something
- Make a picture frame
- Make a sock puppet
- Design paper airplanes
- Make a comic book
- Make a Nerf gun target
- Picture with only stickers

PLAYTIME

- Kickball
- Obstacle Course
- Bike Wash
- Play basketball 'horse'
- Hot Wheels race
- Play a board game
- Remote control cars
- Magnet darts
- Tabletop Ping Pong
- Battleship
- Lego Challenge
- Bozo Buckets
- Paper airplane challenge
- Push-ups and sit-ups
- Trampoline
- Build a block tower

NATURE NUT

- Make a bird feeder
- Keep a bird log
- Paint sticks
- Paint rocks
- Water the garden
- Set up a tent in the yard
- Play army guys outside
- Collect and identify leaves
- Take pictures of nature
- Nature rubbings
- Weed the garden
- Sidewalk Chalk
- Make a bug house
- Find bugs for bug house
- Draw Nature

Find more resources for Work at Home Moms at

WomensBusinessWorkshop.com

Daily Checklists



Some summers we have had a daily checklist for the kids. It ranged from a morning list, the things they should do anyway (make their bed, brush teeth, pickup room) to more structured activities (read 20 minutes, do a chore, flash cards). I have included a couple different examples of these, for different age levels.

We did not do the lists everyday, and I would not do them on the same day as centers probably, but they definitely helped keep a routine for the kids. They didn't have to hear me nagging them to do these things and usually they got done. These checklists are great on rainy days or after a stretch of 'everyone doing anything they want' days.

Below are a few options for a daily to-do list. See the sample printable list as well. You can use pictures for younger children. Even a 4 year old can pull up the covers to 'make' their bed. Even a 3 item list can be helpful!

Sample Ideas

Make your bed and straighten your room.

Read/Look at books for 20 minutes.

15 minutes of math practice (workbook, flash cards, online game, number tracing)

Do something nice for another family member (write them a note, make a surprise for them, make them a treat, share a toy, call a grandparent).

Do one chore from the chore list

Pick up and put away 5 things from around the house (even if they are not yours)

You can also customize for your child's interest (daily devotional, practice your instrument, typing, sport skill). I would also add things depending on our schedule - draw Grammie a birthday picture, choose 3 toys to pack for our upcoming trip, clean up the fort from this weekend, etc).

There is a blank checklist included so you can create your own, if the samples don't work for your family.

Sample 1 (page 5) is for primary grades.

Sample 2 (page 6) is for lower elementary grades.

Sample 3 (page 7) is for upper elementary/middle school grades.

Daily Checklist for:

Check off each picture when complete.



Make your bed



Read 3 books



Put away 5 toys



Draw a picture for _____



Extra: _____



Daily Checklist for:

Check off each item when completed.

READING: Read 2 easy readers _____



Read 2 picture books _____

Practice sight words _____

PHYSICAL EXERCISE: Circle 4 to do.



-jumping jacks

-stretching

-run stairs

-sit-ups, push-ups

-balancing on one foot

-mini trampoline

-hoola hoop

-stilts

WRITING: Circle 1 to do:



-A note to _____

- A letter

- A word list

-A story

-A to-do list

-Practice your name

HOME: Do 2 jobs. Circle 2.



- sweep kitchen

- give pets water

- clean table

- wash 4 windows

- pick up 10 things

- bring down laundry

MATH PRACTICE: Circle 2.



-flash cards

-playing math bingo

- make a number line

-math sheets in your workbook

-Roll dice and add numbers

WORKBOOK: Do 3 pages.



I did pages _____, _____, _____

***LAST* EXTRA:** Pick an activity from the summer list
(that you can do by yourself).

I did: _____





Daily Checklist for:

Complete each item and check off when finished.

READING: Read for 20 minutes (or longer) in a quiet place.

PHYSICAL EXERCISE: Do physical activity for 10 minutes.

- | | | |
|--------------------|------------------------|---------------------|
| -jumping jacks | -stretching | -run stairs |
| -sit-ups, push-ups | -balancing on one foot | -juggle soccer ball |
| -trampoline | -hoola hoop | -bump vball |

WRITING: Write a page in your journal or do a devotional (write about whatever you want, write a story, write about what happened yesterday, write a letter, write to a company, write a note to Dad or a relative)

- At least 10 sentences
- After writing, go back and check spelling and punctuation

I wrote: _____

HOME: Do 2 jobs from the chore list.

Job 1: _____ Job 2: _____

MATH PRACTICE: Spend 10 minutes practicing math.

- | | | |
|-------------------------------|------------------|------------------------------|
| -flash cards | -play math bingo | -make a worksheet and answer |
| -math sheets in your workbook | | key for your sibling |
| -math game | | -Work on equations |

Start time: _____ End time: _____

WORKBOOK: Choose 2 pages to do in your workbook

I did pages _____ and _____

***LAST* EXTRA:** Pick an activity from the summer activity list (that you can do by yourself).

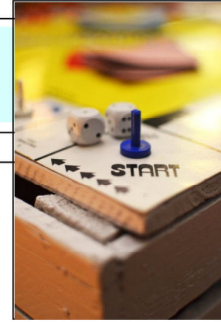
I did: _____

Daily Checklist for:

Check off each item when complete.



Summer Centers



When my kids were too young to stay occupied on their own, and I couldn't afford a babysitter, I set up centers for them to rotate through while I worked from home. I got the idea from the blog Hive and Nest, and tweaked it a little to fit our kids. I made up a printable for each child so they knew where to be and what they should be doing.

Here are my tips and suggestions if you want to try this at home!

Come up with a list of centers that all of your children can do on their own without help from you (or just use the printable on the next page). Gather supplies and designate a location for each center. They can be located anywhere in the house (basement, bedroom, kitchen counter, dining table). Keep the centers far enough away from each other so kids are not as likely to argue or bother each other. You can stock the centers with supplies from around the house or get some cheap additions at Dollar Tree or garage sales.

On each child's chart, I put a star next to their starting center. This varies for each child. Then they just go to the next center on the list and rotate through (so two children are not at the same center).

Get a timer, or have an older child in charge of timing out each center. When the timer goes off, the kids clean up their center and then move to the next station on their list. I usually did 20 minutes each, but it depends on the age and attention span of your children. I did not let children leave centers early or go out of order.

Here are some center suggestions, but feel free to use what interests your family. You can always change up the centers each month to keep them engaging.

Art Studio: Art supplies, pipecleaners, paper plates, construction paper, stamps

Reading Spot: My kids loved when the reading spot was on the back deck, and I could still see them from my workstation. They brought their own books.

Puzzles and Games: Puzzles, Magnet Books, Educational Games

Computer/iPad time: Typing practice, games on an ipad, free screen time

Math Center: Each child has a workbook that is at their level, flash cards, math games, dice, Math24

Sports Center: We had this in our garage, but it could be in a basement or outside as well. We have a Little Tykes basketball hoop, hoola hoop, mini trampoline, scooter

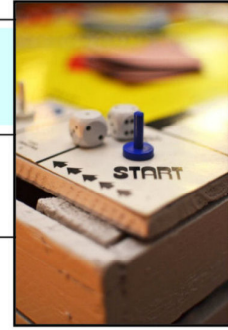
Snack Time: Kids can make themselves a snack in the kitchen and eat during the center time.

Music Studio: Practice your instrument, music note worksheets, keyboard

Imagination Station: Dress up, play store or school, pretend post office

Bedroom Clean Up: Kids clean up their room during this center. If their room is clean, they can have free play time in their room.

Centers List for:



Go to the centers in the order listed. Have fun!

ART ZONE



Use the arts and craft supplies provided to make anything you want!
Be sure to CLEAN UP after you create.

MEDIA TIME



Your choice of screen: _____
Please follow our family media rules.

SPORTS CENTER



Get your energy out in the sports center. Be respectful of others and your noise level.

READING SPOT



Grab some books and head to the Reading Spot.

SNACK TIME



Make a quick and easy snack to enjoy.
CLEAN UP when you are finished. If you finish early, empty the dishwasher or clean off the counters.

PUZZLES AND GAMES



Be sure to put back all the pieces when you are done.

Kids in the Kitchen



How many times throughout the summer do you hear, 'I'm hungry! What's for lunch!?' Maybe you were right in the middle of writing a great paragraph, or elbows deep into creating a project.

Sometimes when we stop working abruptly, it is hard to get back into the flow later. My Kids in the Kitchen system helps kids to be in charge of their lunches and snacks throughout the summer. For school age kids this is totally doable! And this helps you to have less interruptions while working.

Like a lot of new skills, if your child is not used to preparing meals, this will take some guidance. Start with baby steps. Breakfast or snacks are great to start with. Practice one snack a day together, while slowly letting the child do more and more of the prep and cleanup. As they learn to do more advanced foods (involving the microwave or oven) be sure to discuss safety rules, what is off limits, and 'what-ifs'.

Meal prep and cooking are important life skills. Kids feel such a sense of accomplishment when they can make their own meals. Now if only we could transfer that to cleanup! I have included a cleanup checklist that you can post in your kitchen (it is in the resource section at the end of this workbook). You can print it, fold it in half like a 'tent' sign, or add your own steps on the smaller half. Their cleanup may not be perfect, but they are learning in the process!

The checklists on the next few pages are just suggestions. Your family may have their own favorites or special food options. You could also add a list of breakfast options.

If you need more easy snack and lunch ideas, subscribe to our weekly emails! You will receive a themed activity and shopping list for the upcoming week.

Go to WomensBusinessWorkshop.com for more information.

Kids in the Kitchen

Meals and snacks that most kids can make on their own this summer!

Salad Bar

Sub sandwiches

Microwave quesadillas

Apples and Peanut Butter

Bananas and Peanut Butter

Lunch Meat Wrap

Bagels and Cream Cheese

Black Bean Tacos

Cheese and Crackers

Veggies and Hummus

Nachos

Soup and crackers

PB & J

Hot Dogs

Smoothies

Fruit Salad

Yogurt Parfaits

Leftovers

Bagel Pizzas

Easy Mac

My ideas for next time!

Kids in the Kitchen



NACHOS



BAGEL PIZZA



SOUP



BEAN TACOS



PB & J



COLD CUT WRAP



SALAD



SUB SANDWICH



EASY MAC



CHEESE & CRACKERS



HOT DOG



MICRO QUESADILLA



LEFTOVERS



BAGEL &
CREAM CHEESE

Lunch

Kids in the Kitchen



FRUIT SALAD



BANANAS & PB



APPLES & PB



VEGGIES & DIP



CRACKERS & HUMMUS



YOGURT PARFAIT



SMOOTHIE



CEREAL



GRANOLA BAR



PRETZELS

Snacks

Why You Need a Mother's Helper



I had never heard of a Mother's Helper until I was a young mom attending MOPS. It turned out to be just what I needed for that phase of my business! I hired a girl from church that was around middle school age to come to my house and play with the kids while I worked in my office. It was perfect!

Due to the helper's age, I was still home and available to give assistance or step in if necessary. Kids that age are usually excited to be 'babysitting' and earning a little money. Our helper came up with fun ideas for the kids and really played with them! One helper had the kids create a whole birthday celebration for a beloved stuffed animal. I felt like the kids were getting attention, having fun, and being cared for, all while I was holed up in my office meeting deadlines.

Pay rates for Mother's Helpers vary by area and by person. They are usually less per hour than an older babysitter because you are still home. One family I know likes to start their sitters as Mother's Helpers so as they grow up, they can become full fledged babysitters who already know their family's routines. We found our helpers through church, but you can ask your friends' kids, cousins, or neighbors. Helpers can be boys or girls too!

When you hire a new helper, it is always beneficial to go over what your expectations are for the day. Can the kids ask you a question, or do they need to leave you alone? Are they allowed to go outside? How much tv can they watch? My rule was that only the helper could interrupt my work time, not the kids. I usually just wanted the kids to be safe and having fun. I didn't expect her to do dishes or cook, as I may with an older sitter.

Sometimes helpers need a little help themselves, thinking of what to do with the kids. The next page gives a list of fun activities that can be printed out and given to him or her. There is also room for you or the helper to add ideas.

Mother's Helper Quicklist of Ideas

Need a new idea? Kids getting restless? Star what works or add your own!

Birthday party for a stuffed animal

Play Store with plastic food

Draw a matchbox car city/road on the sidewalk or a large flat piece of cardboard

Help straighten their room

Color pictures for family members

Make mom or dad a card

Play restaurant with play food

Lego or Block Challenge

Ball toss into different size buckets and bins

Nerf gun battle

Playdoh

Read books

Do Puzzles

Play Eye Spy

'Water' Tea Party

Play a Board Game

Make a treasure hunt

Paper Airplane Race

Make a Blanket Fort

My ideas for next time!

Reading Scavenger Hunt



Your local library is a huge resource! If you have not been taking advantage of all that they offer, give it a try!

We put the library on our weekly schedule for the summer. I usually bring some work and camp out in the kid's section while the kids look for books. A lot of libraries have play areas for younger kids as well. There are a handful of libraries in our local 'system' so we rotate which one we go to every week. It is a FREE outing (minus the \$10 I seem to have in fines every week??).

Here is what the library offers, and how it can help you to get more work done at home.

Books

The library does not just offer chapter books. There are books on every hobby or topic that your child may be interested in. And these are no black and white 1970's manuals, they are beautifully photographed, cartooned, and designed to capture your child's interest.

Graphic Novels are another great option for summer reading. They give kids a break from traditional chapter books, but still keep your kids reading. These are especially great for reluctant reader.

"Creating a steady stream of new, age-appropriate books has been shown to nearly triple interest in reading within months." Harris, Louis. An Assessment of the Impact of First Book's Northeast Program. January 2003. That is dramatic! Triple their interest within months!

How it helps you:

Buys you some time at the library to work (if kids are old enough to look for books without help). Kids are occupied at home with new books and movies.

Audio Books

I don't think most moms truly appreciate the beauty of a child's audio book. You can play them in a portable cd player on long car rides, or use them at bedtime. Older kids still love to be read to, and (as long as it isn't a scary book) it is a great thing to listen to as you fall asleep. We listened to Harry Potter on cd on a trip to Florida one year. One word of caution on the MP3 player 'Payaways' you can check out. We 'misplaced' one and it was \$64 to replace. Ouch!

How it helps you:

Helps make long car rides more pleasant
Makes bedtime easier

Movies

There are loads of children's movies at your local library that are FREE to checkout. They even have old series like Little House on the Prairie or Full House! We checkout a family movie each week for

Continued on next page...

Reading Scavenger Hunt



our 'dinner and a movie' tradition on Friday nights.

How it help you:

I really don't think I need to explain how movies can help you get more done, right?

We set a limit on checkouts each week for each family member (simply due to being able to find them all on check-in day-- hence our usual fines).

For us...

5 total items, only one can be a movie.

I allow kids to checkout any type of book that they want (only from the kid's section). If they want 'fluff' books or picture books, so be it. As a former teacher, I see the value in reading for enjoyment during the summer. They are still learning, and reinforcing their reading skills. The U.S. Department of Education found that, generally, the more students read for fun on their own time, the higher their reading scores (<http://www.nea.org/grants/facts-about-childrens-literacy.html>).

If your kids need some encouragement or to try something new, I have made up a **Summer Reading Scavenger Hunt**. Just print them off, stick them on each child's summer clipboard. You can choose your own rewards or have the kids help give suggestions. If you don't want to offer rewards, just cut off the bottom part of the page. I will say, for tweens and teens, rewards are a great way to encourage them to put down their phones.

Some reward ideas:

Rent a movie

Get one thing at Dollar Store

Playdate with a friend

Go out for ice cream

Play a game with mom or dad

Stay up 30 minutes later

Extra computer time

Dinner at your favorite restaurant

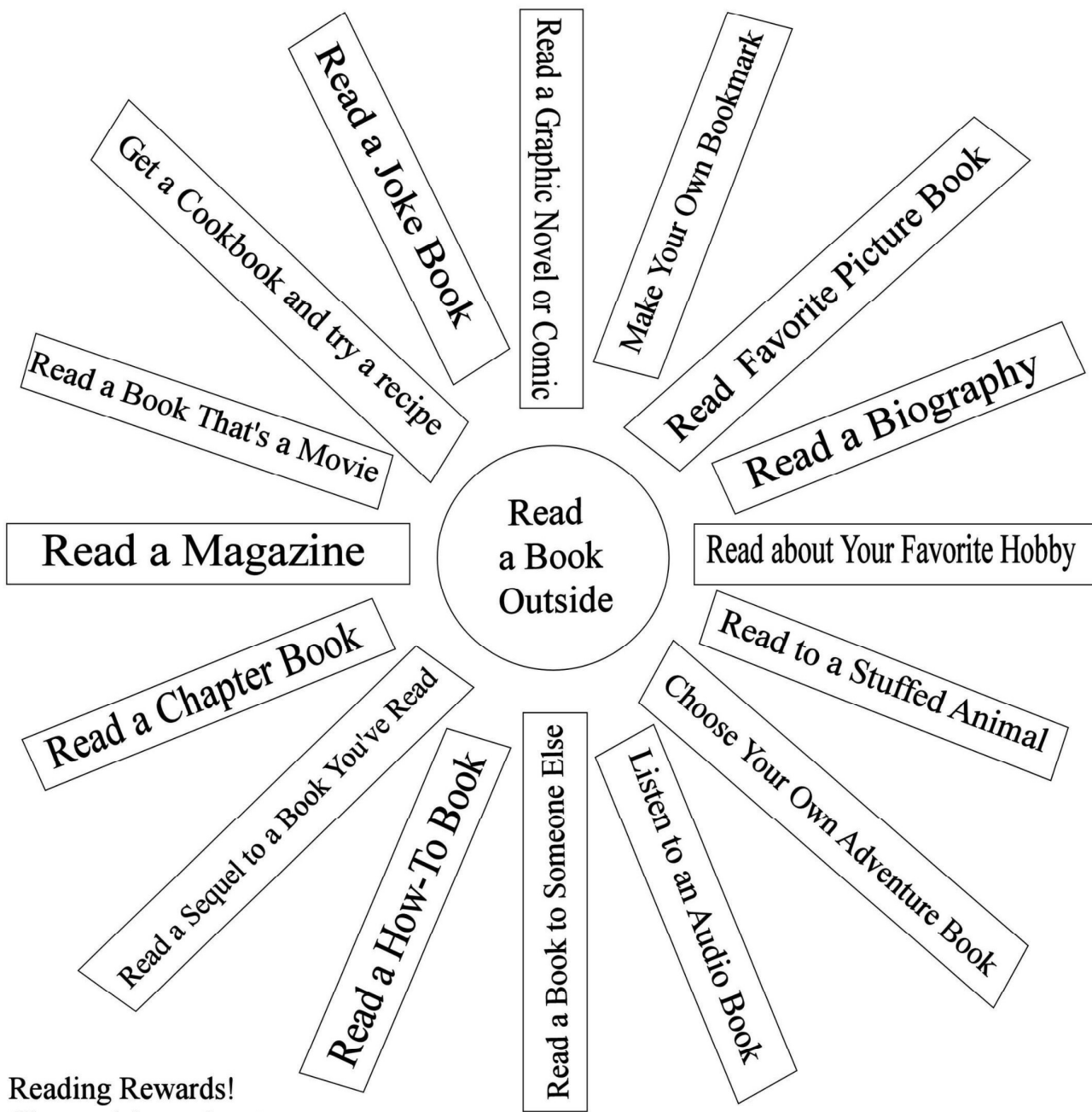
Park Playtime

\$5-10 gift cards to starbucks, Target, or Game Stop

Candy

Share your reward ideas in our private facebook group: Women's Business Workshop Summer Survival.

Summer Reading Scavenger Hunt



Reading Rewards!
Choose 1 in each category.

Finsh 5	Finish 10	Finish ALL!

Summer Day Outings



Summer has so many fun outings to offer! We try to schedule at least one a week. It gives the kids something to look forward to. If you plan them ahead of time, you don't end up trying to cram everything in right before school starts. If my kids know we have a fun outing planned later in the week, they are less likely to beg everyday to 'go somewhere'.

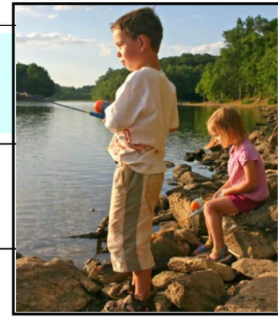
There are many free or low cost outings you can plan. Check your local library, animal shelter, or church to see if they have any special events being offered. There are also parks, nature trails, and local historical sights you could visit. We plan to meet other families at the park with similar aged children sometimes as well.

I try to alternate some fun, 'bigger' events with our smaller outings. Getting a pass to the local pool or beach, going to an amusement park, or the movies are my kids' favorites. Don't forget about a nearby outlet mall for your teens!

Don't forget to ask your kids where they want to go. They may have some creative places that we haven't even thought of!

Where the Kids Want to Go!

Summer Day Outings



Sometimes we all need to get out for the day!

Go on a Bike Ride

Zoo

Geocaching (geocaching.com)

Local Pool

Ice Cream Shop

Go for a Hike

Rec Dept Program

Petting Farm

Museum (most have a free day)

Beach

Library Event or Program

Go Fishing

Tour a Firestation

Picnic Lunch

Minor League or High School Baseball Game

Roller Skating

Try a new Park

Bowling

Free Summer Movie

State Park

Where the Kids Want to Go!

Summer Office Hours



Why Setting Office Hours is Important When You Work From Home

During the school year, my office hours are pretty much from the time the kids leave for school, to the time they get home. It is quiet and there are limited interruptions. Sprinkle in laundry, grocery shopping, and field trips and that's about my schedule. However, when summer rolls around, things completely change. Each day and week look different. Kids get bored, I get distracted, and getting my to-do list done seems like an elusive goal! It does not have to be this way.

A couple years into my business when my kids were still toddlers and preschoolers, I decided to take action and plan ahead for the summer. Setting designated times and places during the week to work is extremely beneficial. I cannot stress enough how important it can be to create office hours for the summer.

Do it for the Kids

Most kids crave routine and function better when clear expectations are set. Determining when you will work and what the kids will be doing during that time gives everyone realistic expectations. If you sit at your desk to work every morning while your daughter watches Dora (is Dora even still around??) then your child knows what to expect. 'Mommy works during Dora'.

When you set up your schedule and share it with your kids, they now know when they can ask you a question and when they will have your attention. If they are used to having you at their beck and call, then giving you space to work will take some guidance and practice. Start with small amounts of time and build up to your ideal schedule. Teach them how to politely get your attention if needed. You may also have to guide them in playing on their own or trying to solve their own problem before asking you for help. These are all important life skills that will benefit them in the future.

Be More Productive

When I don't set clear work times, I find myself working all the time, but not always productively. If you know you only have 1 hour to finish a project, you are going to use your time more efficiently than if you think you have 'all day' to get it done. You won't be browsing facebook or putzing around if you are on a time limit.

I love the freedom of summer and the lazy days, but some structure is nice too. Kids are used to school where they know exactly what is next for 7 hours straight. You don't need to schedule every minute, but having some routine brings me comfort. I usually have my structured time in the mornings and use our afternoons for outings, free time, and general summer shenanigans.

Continued on next page

Summer Office Hours



Enjoy More Summer

Summer can be a magical time- sprinklers, the park, ice cream, the beach. Don't miss out on the quality time you could be spending with your family because you aren't being intentional when you are working. When work is more focused and less interrupted, it results in more playtime for everyone.

If you know you have all morning to work, you can play afternoon activities with the kids without feeling guilty. On the flipside, you can work during worktime and not feel guilty because you know you have family time scheduled for the afternoon.

When we are stressed we are not our best selves. We do not parent the way we know we can, and that affects the whole family. Hopefully the following worksheets can help you carve out some time to get your stuff done, while giving the kids some funtime as well.

If you need more help and would like a weekly email with ideas, lists, and recipes for the upcoming week, sign up for our subscription service. Starts June 5th!

Get more info at WomensBusinessWorkshop.com

Summer Office Hours Worksheet



Planning your weekly work time.

Use the following questions as a guide to help you determine your office hours for the summer. Use the attached monthly and weekly calendar to help you plan.

1. Are you a morning person or night owl? When are you most productive or creative?

My ideal time to work is:

2. In what environment are you most productive? Panera (light background noise), the library (total quiet), Home office, etc.

To get work done my surroundings should be:

3. When are your kids the most self sufficient or easiest to occupy? (Right after a nap, morning hours, while eating).

My worktime should coordinate with:

4. When is the ideal time to reach my clients or customers?

5. Make a list of the weekly activities that happen most weeks (library storytime Fridays 9-10, swim lessons T/TH 1-3, etc).

6. Add these weekly activities to the blank weekly schedule.

7. Determine how many hours per week you need/want to work.

Summer Office Hours Worksheet



Planning your weekly work time.

8. Determine how many days a week you would like to work (ideally).

9. What will my kids be doing while I work? (Use the first half of the workbook for ideas.)

- | | |
|---|---|
| <input type="checkbox"/> Centers/Stations | <input type="checkbox"/> Camp |
| <input type="checkbox"/> Playing Outside | <input type="checkbox"/> Babysitter |
| <input type="checkbox"/> Summer Activity List | <input type="checkbox"/> Mother's Helper |
| <input type="checkbox"/> Chores and Meal Making | <input type="checkbox"/> Daily To-Do List |
| <input type="checkbox"/> Free Time | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Movie/Media Time | <input type="checkbox"/> _____ |

10. Use the information you have gathered above to map out when and where you should work for an average week. Use the blank weekly calendar. This is just a start, you can always adjust along the way.

Other things to consider:

How long can my children stay occupied?

When would a Mother's helper or babysitter be able to help?

Figure in breaks for kids to ask you questions or get some undivided attention.

Balance active and calm time for kids.

Figure in time for household chores, meal prep, grocery shopping.

Feel free to label your work chunks by task if that fits (social media planning, brainstorming, newsletter prep, etc).

My notes:

Summer Schedule Worksheet



Scheduling your summer

1. Complete the Summer Office Hours worksheet. :)
2. Research possible camps, classes, or activities that you might want to sign your kids up for. Check out your local rec department, YMCA, library, school district, or churches for free or lower cost activities.

Possible Activities:

Ask your kids what activities they hope to do this summer:

3. Fill in any reoccurring weekly activities (lessons, grocery shopping, church, meal prep) on the weekly schedule.
4. Fill in the summer calendar with any one time activities (things that are not recurring every week). ex: weddings, birthdays, camp.
5. Be sure to keep time open for some down time and time for fun!
6. Discuss the plan with the family and post it in a central place in your home.

Kitchen Clean Up

1. Dishes rinsed and in the sink or dishwasher.
2. Wipe down counter.
3. Put away any leftover food.
4. Sweep up any crumbs.

Womens Business Workshop

Kitchen Clean Up

1. Dishes rinsed and in the sink or dishwasher.
2. Wipe down counter.
3. Put away any leftover food.
4. Sweep up any crumbs.

Womens Business Workshop

SHINY JOY

!

hurrow

Mommy

is

Working

Yes, I'm talking to you. Now get to work!

WEEKLY SCHEDULE

Week of: 6/6/2016

Set the starting date in cell C2. Rows 3 and 4 will automatically update with the correct dates and days of the week.

	6/6	6/7	6/8	6/9	6/10	6/11	6/12
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00 AM	Work/ Kids sleep & breakfast	Work/ Kids sleep & breakfast	Work/ Kids sleep & breakfast	Work/ Kids sleep & breakfast	Work/ Kids sleep & breakfast		
8:30 AM	v	v	v	v	v		
9:00 AM	v	v	v	v	v		
9:30 AM	v	v	v	v	v		
10:00 AM	Chores/ Break	Chores/ Break	Fun Outing	Chores/ Break	Chores/ Break		
10:30 AM	Work @ Panera/ Oldest Babysits- Kids Movie		v				
11:00 AM	& Media Time Rotation		v				
11:30 AM	v	Change/ Kids Pack Lunches	v	Change/ Kids Pack Lunches			
12:00 PM	v	Beach/ Swim Lessons	v	Beach/ Swim Lessons			
12:30 PM	v	v	v	v			
1:00 PM	v	v	v	v			
1:30 PM		v	v	v			
2:00 PM	Crockpot Prep		v	v	Library- Write while kids look at books		
2:30 PM	Work Social Media Planning (on deck)	v	Work/ Kids Centers	v	v		
3:00 PM	Everyone Outside	v		v	v		
3:30 PM	v	Work/ Kids Quiet Time	v	Work/ Kids Quiet Time	v		
4:00 PM	v	v	v	v			
4:30 PM		v	v	v			
5:00 PM		v	Child Meal Prep and Cook	v	Child Meal Prep and Cook		
5:30 PM	Dinner	Carryout Dinner	Dinner	Meal Prep and Cook	Buffet Night with Movie		
6:00 PM				Dinner	v		
6:30 PM					v		

WEEKLY SCHEDULE

Week of:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday