

# S.P.O.T.



## Sunday Planning & Organizing Time

**TIME:** 15 minutes a week (to save hours!)

**GOAL:** Avoid conflict and confusion by understanding everyone's commitments for the week ahead

**TOOLS:** All family members and their individual planners, paper or digital: whiteboard, calendar, agenda, etc.

**STEPS:** Gather your entire family and plan your week together

- Who's doing what?
- Who's going where?
- Who's picking up whom?
- What needs to be accomplished this week?

### **COMMON ACTIVITIES TO HELP YOU PLAN THE WEEK AHEAD:**

- Lessons, rehearsals, games, and practices
- Upcoming assignments or projects
- Review and study time for exams
- School and family events
- Errands and appointments
- Brain Health: downtime, relationships, and exercise