

"I don't have time to do all I need time to do." Sound familiar? Planning our time is one of the most useful things we can learn. Knowing how long something will take can save time and tempers.

## What you'll need

- Paper
- Pencil
- Clock
- Calendar

## What to do

1. Together, write down your estimates of how long it takes to do certain tasks (such as getting ready for school or work in the morning; fixing a meal).

Use a clock to time at least one of these tasks. Then take turns timing each other. (But be realistic—it's not necessarily a race.)

- 2. See what part of a job can be done ahead of time, such as deciding at bedtime what to wear the next day.
- 3. Talk about at least 2 places you and your children go where you must be on time. What do you do to make sure you are on time?
- 4. Put a monthly calendar with large spaces where everyone can see it. Each member of the family can use a different colored marker to list appointments and social activities.



Being on time, or not being on time, affects other people. It is important for children to understand their responsibility for being on time—it's not just for grown-ups.