



EASY 3-STEP HOMESCHOOL SCHEDULE TEMPLATE

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The Easy 3-Step Scheduler

Maximize your time with our 3-Step Scheduler process. Start by writing down your activities, rate each activity as a 1 (very important to you), down to 4 (not important to you). Note whether or not each task can be delegated to another person, such as to your spouse, a child, or hired help. Ask your kids for their feedback. Work through the questions in each step to RE-vitalize your homeschool schedule!

Step 1 – Figure out how you spend your time, down to the minute.

It may seem silly, but you'd be surprised how the minutes can add up when you're spending 5 to 15 minutes here and there throughout the day on the phone, in front of the mirror or the TV, opening mail, or responding to emails. Be brutally honest with yourself.

Ask your spouse and kids to chime in and add to the list too. It'll be good for them to see you evaluating your schedule according to your goals. This will be a good skill for them to have too, and once again you are being a good role model on how to handle stress and live your life "on purpose."

Q: Write down everything you do in a day and rate these between 1 and 4. Are there any activities that you can drop?

A: _____

Q: Which activities can you delegate to someone else? Who can help you?

A: _____

Q: What are you going to add to your daily, weekly and yearly schedules in order to take care of yourself? What type of time and monetary investment are you willing to make in order to ensure that you stay at your best?

A: _____

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Q: Who is going to help you with the cooking, cleaning, laundry, etc.? If your children help, then how are their chores going to be organized?

A: _____

Q: How are you going to track how your children are doing towards their goals? How are you going to celebrate?

A: _____

Step 2 - Factor your children's preferences into your daily and weekly schedules.

Ask your children these questions:

Q: When do you learn best? What time of day?

A: _____

Q: Do you have any suggestions on how we should organize our day?

A: _____

Q: What do you want your daily schedule to be like?

A: _____

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Step 3 – Summarize your homeschooling schedule.

Describe your homeschooling schedule in 50 words or less. This way you're taking something that is potentially big and scary and complicated and proving to yourself that it is really quite simple. Here is my summary:

*“My son will study four hours a day, after which he can watch movies and play his computer games. And I will homeschool with my daughter M-F from 12:00 to 2:00, having fun and working from her goal list.”
(40 words)*

Q: You can do it. Write YOUR 50-word summary of your homeschooling schedule.

A: _____

Q: What will your year look like? Write down what your goals are, schedule-wise, for the YEAR. Fill in your homeschooling calendar.

A: _____

Q: What will your week look like? Write down what your goals are, schedule-wise, for the WEEK. Then fill in your weekly schedule and post it in your family's work space.

A: _____

Q: What do you really want to make sure that you do every day? Write down what your goals are, schedule-wise, for your DAY.

A: _____

