



Your Back To School Checklist

From Jones Loflin

Innovative ideas For Today's Leaders



Don't make the mistake of sliding into the school year without a plan to make this a year with more order, less chaos, and a stronger sense that each family member has been nurtured to accomplish to what is most important to them.

Start with Purpose

What do you value as a family? What are the essential and non-essential activities as a family? What will you do to help insure the “juggling elephants” routine doesn’t become a part of your family.

Create A Family Calendar

Is there a master family calendar so that each family member can check the schedule at any time? Does each family member of the appropriate age have a calendar they can keep with them? Is a process in place to insure that activities don’t “get lost” because they are added to one calendar, but not the master family calendar?

Evaluate Work Schedules

Even though it’s only August, you know school events will soon affect your schedule at work from time to time. Have you begun planning how things will continue smoothly in your office or work area when you are away? Identify 1-2 potential co workers who can act on your behalf when you are out.

Set Expectations

Do all the people you are depending on know the expectations you have of them? Family members as young as 4 can help with tasks around the house. Are there clearly defined times to get up, eat breakfast, have dinner and go to bed?

Get A Timer

While it may seem simplistic, use a timer to help children manage their practice time, time on computer, video games, homework, etc. It helps avoid the frequent interruption when someone asks, “How much longer?,” or your need to remind them to stop.

Establish A Morning Routine

Our attitudes for the day are heavily influenced by the first few minutes of the day. Are you doing your part to foster their positive attitude so their day (and yours) goes more smoothly?



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❑ Avoid “Over Programming” Of Your Children

Ask yourself why you have enrolled your children in extracurricular activities. If it’s for enrichment and helps your child explore their possible interests, good. If you are “pushing” them because you want them to excel in competition or gain a life-long interest in the activity- you may want to reconsider some of the activities. Also, have you built in time in your child’s line up for unstructured activities, leisure play and adequate time for family activities?

❑ Avoid “Over Programming” Of Yourself

Clubs, schools and other organizations will soon be contacting you about volunteering or taking a leadership role in one or more events. Have you set limits on what you will say “Yes” to? Have you built time in your schedule to spend quality time with your family AND individual family members? How about time for yourself? There are always unexpected demands on your time that can show up at any time. Have you allowed room in your schedule to handle them?

❑ Plan Meals In Advance

“What’s for dinner?” can be one of the most disconcerting questions asked by a family member. A lack of planning usually also leads to meals that are less healthy. Solve the dining dilemma by planning meals for the coming week on the weekend. Get the entire family’s input and assign preparation of the meals to different family members as appropriate.

❑ Take Care Of Others So They Can Take Care Of You

Reflect on each family member. What do they need to be successful this year? What can you do to help? Chances are if they are successful and happy, your circus will run more smoothly as well.

❑ Plan A Weekly Family “Intermission”

With all the stress placed on the family unit during the school year, make sure you build in a designated time for the family to take some time off together. Prepare (and eat) a meal together, play board or card games or plan some time at a local park. The key is that you are ALL together with no other expectation than to enjoy time with each other.

Above all else, remember that the family is a place where we each go to nurture our roots so we can grow into the individuals we aspire to be. Keep a focus on creating that type of environment for others AND yourself, and you’re already off to a fantastic start to the school year.

For more ideas about improving your work/life satisfaction, go to www.jonesloflin.com/downloads