

Organizing Your Time Contents

PDF File

Organizing Your Time outline and resource list	2
Article – A Day in the Life	6
Article – This Is NOT a Typical Day	8
Sample – Yearly Calendars	9
Article – Cooking Tips	12

Recorded Webinars

Scheduling

Lesson Plans

Saving Time



training, support, and encouragement
for home schooling parents

www.smoothingtheway.com
homeoffice@smoothingtheway.com

I. Yearly Planning

A. Average Year = 180 lessons (36 weeks)

B. Choose school plan that works best for your family

1. traditional 5 day week

2. four-day week

3. four weeks on, one week off, etc.

C. Schedule holidays, vacations, etc.

II. Semester Planning

A. Consider activities – classes, sports, etc.

B. Consider season (weather, holidays) when planning unit studies

III. Weekly Planning – Know your family’s schedule and plan accordingly

- A. Slow start on Monday?
- B. Church on Wednesday night?
- C. Park Day?
- D. Co-op?

IV. Daily Planning

- A. Start with a good breakfast!
- B. Younger children should come first
- C. Important subjects early in day
- D. Consider your family’s habits

V. Lesson Plans

- A. Consider legal requirements in your state.

B. Lesson plans should serve your needs, not be your master.

C. Consider all the things you can't put in a lesson plan!

VI. Saving Time

A. Cooking Tips

1. crockpot cooking
2. cook ahead and freeze
3. simple recipes

B. Chores

1. have a regular routine
2. involve children

VII. Resources

A. *The Busy Mom's Guide to Daylight*, Heidi St. John

B. *The Home School Manual: Plans, Pointers, Reasons and Resources*, Theodore E. Wade

C. *Class Lesson Planner*, Christian Liberty Press

- D. *Learning at Home: Preschool-K*, Ann Ward
- E. *Garden Patch of Reproducible Homeschooling Planning and Educational Worksheets* or CD/ROM, Debbie McGregor
- F. *Margin*, Richard Swenson
- G. *Home School Organizer*, Noble Books
- H. *Once-a-Month Cooking*, Marilyn S. Wilson
- I. *Dinner's in the Freezer* and *Mega Cooking*, Jill Bond
- J. *Don't Panic, Dinner's in the Freezer*, Susie Martinez
- K. *Quick Cooking* and *Taste of Home* magazines
- L. *401 Ways to Get Your Kids to Work at Home*, Bonnie Runyan McCullough and Susan Mon
- M. *Choreganizers: The Visual Way to Organize Household Chores*, Jennifer Steward

WEBSITES

How to Make Lesson Plans

<http://donnayoung.org/forms/planners>

Scheduling Forms and Tips

<http://donnayoung.org/forms.htm>

<http://www.tipztime.com/schedules/freeschedules.html>

Crockpot Recipes

<http://southernfood.about.com/library/crock/blepidx.htm>

<http://www.cookingcache.com/crockpot.html>

<http://www.tastycrockpotrecipes.net/>

<http://groups.yahoo.com/group/slowcooker/>

Taste of Home Magazines

<http://www.tasteofhome.com>

A Day in the Life (Fictional, of course!):

by Nancy Robinson

Nancy's disclaimer ... "This is a look at a typical day at my house-NOT!!! It is NOT intended to offend anyone, but I do hope it may give you a chuckle!"

6:30 am – I awaken to the sweet sound of children's voices singing "When Morning Gilds the Sky," as my oldest four children come into my room, carrying my breakfast on an heirloom silver tray. The fragrance of the freshly cut pink rose they have lovingly placed on the tray is breathtaking!

The children gather softly at the foot of my bed, and as I feast on homemade waffles and sip my gourmet coffee, they recite their scripture verses from yesterday, each saying as many new verses as their respective ages. My gaze wanders from their cherubic faces to the window, thru which I catch sight of a beautiful sunrise, overlooking the clotheslines, where two loads of laundry are already gaily flapping in the gentle breeze. My two oldest children will finish the rest of their laundry chores later this morning, while the younger children will mop the floors, dust the whole house, and play with the baby while I enjoy a bubble bath and my private devotional and reading time.

10:00 am – It is time for the baby's nap, so I snuggle with him into my favorite recliner/rocker, and put him to nursing, while I read one of Charles Spurgeon's sermons on commitment to the children. The younger two quietly color in their Gray's anatomy coloring book. As the baby naps, I will help the oldest child (14) work on her quantum physics problems, while my 10-year-old changes the oil in the car, washes and waxes the exterior, and winterizes the radiator, including putting all new belts and hoses into our lovely, but aging, mini-van.

12:00 noon – We sit down to enjoy lunch together, which is chicken salad, made from the chickens we butchered yesterday, and homemade croissants with fresh peach butter. We will can 120 pints of the peach butter as soon as we finish lunch, while the younger children will keep busy making homemade cards for each of our dozen neighbors, to whom we will be delivering a jar on our walk this afternoon.

2:00 pm – The baby is awake, has been fed and bathed, and is ready for our daily walk. All of the children have donned clean clothing, scrubbed their faces and hands, and neatly combed their hair. They are each carrying their nature sketchbooks, and we stop several times along the way to allow them to draw what they see. Before they are allowed to draw, however, they must recite to me the proper botanical name (in Latin) and scientific classification for each thing they draw, as well as be able to spell it correctly. We stop at each neighbor's house with a jar of our freshly canned peach butter, inquiring to each about their health, and offer to pray with any who are willing.

4:00 pm – We return home from our lovely walk, and while the younger two prepare a salad and set the table, the older two are putting the finishing touches on dinner, which is just about ready, having actually been prepared ahead three months ago, and simply removed from the freezer and warmed for dinner. As the children work, I supervise from my recliner, nursing the baby, and then we take turns alphabetically reciting all the countries of the world. When we are finished, I tell the children they may have some free reading time while I run a quick errand before dinner. I am taking a box of organizational and de-cluttering books to donate to our local library, as I have already completed a systematical plan, and the whole house, including the garage, barn, and basement, are now perfectly organized, and some other poor soul may benefit from these books.

5:15 pm – I take time to freshen up, finishing just before my husband walks thru the door, handing me a beautiful bouquet of fresh flowers, and a box of Belgian chocolates. He kisses me on the cheek, and thanks me for being his perfect helpmeet, and then he greets each of the children with a hug. He takes the baby to spend some floor time with him until dinner is ready.

6:30 pm – Dinner was lovely, our conversation was stimulating, as we each discussed current events in the world, and shared God's view of each of these events, and how they relate to us as a Christian family. We make plans to spend part of our evening writing letters to our government officials, and also notes to encourage those in vital ministries around the world.

7:30 pm – We gather in the tastefully decorated formal living room for our evening time of music. The oldest child alternates playing selections of classical and spiritual music on the piano and cello, while the 10-year-old accompanies her with his French horn, and they are joined by my 6-year-old on the violin. My husband and I, in return, serenade the children with some 14th century madrigals, sung in two part harmony. Since the baby and the next youngest child have fallen asleep listening to our sweet sounds, we gently take them up to bed, while the older children slip quietly out to secure and feed the animals for the night. They come back in and prepare for bed, stopping for devotions and prayers with my husband before they go quietly off to bed.

9:00 pm – As the house is very quiet, my husband reads, and then does a couple of small repair jobs on things around the house. I continue working on a king-sized quilt for my daughter's hope chest, where it will join the six others I have completed for her future home. As I sew, I dictate into a pocket-sized recorder. I am currently revising the introduction for my recently completed book, tentatively titled *Rise Up and Call Her Blessed*, subtitled *How to Raise Your Children to Think You are Wonderful, the Gift of Illusion*. I spend some time on the computer, chatting with a couple of dear on-line friends, and catching up on all of the day's posts, and responding to each one with a few lines of encouragement or information, as needed. I end my evening in the kitchen, where I put the finishing touches on some homemade French pastries, because Elisabeth Elliot and Edith Schaefer will be dropping by for tea tomorrow, and I want everything to be lovely for them.

10:30 pm – Lights out for myself and my wonderful husband, after having had a wonderful time sharing a late night snack and conversing in depth about each of our children, as well as what the Lord has been doing in each of our lives, and putting the finishing touches on our budget plans. We needed to spend time deciding what to do with an abundant amount of extra money we found ourselves left over with this month. We will enjoy a full and restful night's sleep, and look forward to another busy day tomorrow.

This Is NOT a Typical Day... REALLY! (author unknown)

At 5:00, my three year old son got out of our bed to go to the bathroom and came back into our bed and started discussing all that was on his mind. (BTW, I don't normally get up before 7). First, he told me that he needed to go get some medicine because he didn't have enough teeth. Then he started talking about "those red guys". Then he was asking me if "this is ten or nine?". I think he was holding his fingers up. I don't know. It was VERY dark. Being the good homeschooling mother that I am, and always looking for an opportunity to teach, I said, "I don't know if it's 9 or 10! Go back to sleep. It's still nighttime!" Do you think that qualifies as a lie? Well, he never fell back asleep and my husband got up with him. I rolled out of bed at 8:30 (a.m.) to find my children playing a computer game. I walked over to a bowl of chips still on the counter from last night and threw a bunch in my mouth. Then I realized that I couldn't exercise because I had food in my stomach. So, I had some breakfast and went to take my shower. By now it's 9:30 and I'm figuring we'll get started on school. So, when I announce it's time to start, they tell me they haven't had breakfast yet.

Alright, it's ten o'clock and it's down to business. My hair is still wet, but I'm screaming in orders from the bathroom beneath the sounds of the hair dryer. One son is working on his Saxon math. Another son is doing his BJU math. For some reason, my other son is having a hard time with his math. He needs my help, so I have to STOP DRYING MY HAIR to answer some questions. Imagine! Then, one son does his reading comprehension. He needs a little help, but he does fine. Another son finishes his math and begs to do *his* reading comprehension. I tell him "sure," but I don't think he ever did it. Then we write out all the envelopes for all the Christmas thank-you notes they wrote last week. One son (age 6) makes a disaster of the whole thing. I TOLD HIM NOT TO SEAL THE ENVELOPES UNTIL I CHECKED AND MADE SURE THE LETTERS WERE ALL IN THEIR PROPER PLACES, but since he is a child, of course he forgot. We had to open them, redo them, etc. What FUN! This took a LLLLLOOOONNNNNGGGGG time. I felt like we'd put in a whole day's work, but told him that he wasn't done for the day. He had to do his grammar. So, he did one page in his grammar book. He filled some sentences in with verbs. ALL DONE! Now, this was a fairly long paragraph, but not a whole lot was actually accomplished. Another son can always be found with a book, so he read in the afternoon, but there was not a whole lot of planned, academic stuff accomplished.

Late in the afternoon we went to the YMCA for swimming lessons. I told my youngest son (age 3) that if he wanted his weekly snack from the vending machine that he would have to recite his lessons for me. So, he told me his ABC's, counted to forty (with help), showed me with his fingers all kinds of ways to make 5 and to make 6, and recited three poems.

On the way home, one son saw a pizza restaurant and told me that he *used* to spell "pizza" PEETSU. That got us started on an impromptu spelling quiz. We spelled words all the way home. When we got home from the Y I threw together a mishmash of food for dinner. My husband and I had Leigh Ann's white chile (YUM!!!! needed LOTS more cayenne, though (G)). The kids had french fries and GET THIS~~~~~> Garfield Raviolis! YUCCH!!!!!!!!!!

Just to let you know, this wasn't a typical day. Usually, I'm up around seven, exercised, eaten and ready to go by 8:30. The kids do more work. Yes, we even have Bible time. And we eat MUCH better. REALLY!!!!!!!!!!

used with permission of Christian Homeschool Forum

2000-2001	S	M	T	W	TH	F	S
AUGUST	27	28	29	30	31	1	2
SEPTEMBER	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
OCTOBER	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
NOVEMBER	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
DECEMBER	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
JANUARY	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
FEBRUARY	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	1	2	3
MARCH	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
APRIL	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
MAY	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
JUNE	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	23	26	27	28	29	30

1999-2000	S	M	T	W	TH	F	S
SEPTEMBER	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
OCTOBER	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
NOVEMBER	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
DECEMBER	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
JANUARY	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
FEBRUARY	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	1	2	3	4
MARCH	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
APRIL	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
MAY	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
JUNE	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1

1999-2000	S	M	T	W	TH	F	S
SEPTEMBER	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
OCTOBER	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
NOVEMBER	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
DECEMBER	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
JANUARY	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
FEBRUARY	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	1	2	3	4
MARCH	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
APRIL	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
MAY	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
JUNE	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
JULY	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22

COOKING TIPS

Once a month cooking saves time and money. Instead of being tempted to buy fast food, you can have a meal ready in less than an hour – with very little day-to-day preparation. This also saves on clean up.

SAMPLE MEAL LIST (True OAMC)

BEEF

Cooked ground beef (4)
Meat loaf – raw (3)
Taco meat (4)
Meatballs (3)
Noodle Stroganoff (2)
Sloppy Joe Plops – lunch (6)
BBQ shredded beef – lunch (1)
Mexibeef (1)

PORK

BBQ Pork Shreds (1)
Pork Sauerkraut (1)
Mexipork (1)
Oriental Pork (1)
Plain Pork (3)

CHICKEN

Plain Chicken (3)
King Ranch (3)
Chicken Divan (1)

SOUPS/BEANS

15 bean (2)
Navy Bean (2)
Pintos (3)
Red Beans (1)
Black Bean Chili (1)
Potato Cheese Corn Chowder (2)

EXTRAS

Pizza Dough (4)
Stuffed Baked Potatoes (8)

HAMBURGER PLAN (Mini-session)

35 pounds of ground beef:

Meat loaf – 6 lbs. (packaged in 2 lb. loafs)
Meatballs – 5 lbs.(flash freeze)
Plain ground beef – 5 lbs. (packaged in 1-2 lb. bags)
Noodle Stroganoff – 4 lbs.
Shepherd's Pie – 4 lbs.
Beef and Potato Burritos – 2 lbs.
Taco Meat – 5 lbs. (seasoned)
Sloppy Joe's – 4 lbs. (seasoned)

GENERAL OAMC TIPS

Do all your prep work the day/night before.

Wear comfortable shoes!

Write out all processes (cutting/chopping) so you know where you are at all times.

Tape a list of recipes to cabinet doors.

Get at least one extra space, i.e., card table.

Get a good night's sleep.

Hire a babysitter/dishwasher to help out.

Eat out the night you cook so you have one less thing to worry about.

Have plenty of pans/casserole dishes/ziploc bags handy.

FOOD TIPS

You can boil ground beef. Just throw all the ground beef into a large stock pot with a bunch of water, no set amount and boil away. You don't have to be there to mind it and the benefits are wonderful. Instead of grease splattering all over you just drain the "Stock" and you have cooked ground beef and if you reserve the stock you can put it in the fridge and the next morning the fat will have hardened. Just take that off and you have a good beef soup base. Take the cooked ground beef and package it into quart size ziplocs or whatever size will work for your family and throw it in the freezer.

Chicken is the same way – boil it up on the bone and then take it out of the broth, retaining the liquid (once again great soup base) take the meat off the bones and use it in casseroles, pot pies, soups etc.

When you buy meat cuts, marinate it before you freeze it. When defrosting it marinades itself so you have killed two birds with one stone.

Shredded cheese freezes wonderfully. Flash freeze it with a sprinkling of cornstarch and that prevents it from clumping and does not change anything about the cheese. But if you do it this way you can grate a large amount and place it in a very large bag and just pick out handfuls as needed.

Make up homemade pizzas. Make the dough and freeze it before the final rise and then add a bag of mozzarella and a bag of sauce and you have a pizza kit! Just pull that out and

you have a homemade, cheap, easy and tasty pizza in mere minutes. As the dough defrosts it does its final rise and can then be put in a pan and cooked.

Make breakfast treats – Freeze already prepared waffles, make pancakes in the oven on a cookie sheet and cut them with a pizza cutter and flash freeze them. When you want one throw it in the toaster oven or in the toaster and you are done.

Burritos with scrambled eggs, sausage, salsa, hash browned potatoes rolled in a tortilla and flash frozen can be heated up in 30 seconds or so and make a good breakfast.

Muffins can be frozen cooked or just the batter. If you freeze just the batter freeze it in a large tub (ice cream) and scoop it out like ice cream to make just what you need at the time. (Add 5 to 10 minutes to baking time.)

Cookies are great frozen as dough balls, put in a ziploc and cooked when and how many you want. (Add 3 to 5 minutes to baking time.)

OTHER TIPS

Cut up anything that can be in advance.

Freezer tip – use a circle around the number of the month to mark frozen things.

Spices – divide into “baking” and “cooking” – Store in 2 boxes with an alphabetical list on the outside. Each spice corresponds to a number. The baking numbers are circled. These numbers are placed on the lids of the spices for each identification. The spices are then put in numerical order in the box.

Use a bread machine.

Items in bags are less expensive than items in boxes and are easier to store.

Organize your kitchen in a more logical way. “Think outside the box.” Put straws with the drinking cups, coffee supplies together, etc.

Write out favorite meals on index cards. On back of the card, write the ingredients needed for the meal. When you are ready to make your grocery list, sit down with sale ads and your index cards.

Sources:

Robbyn’s Friendly Freezer, <http://snider.mardox.com/OAMC.htm>

Jill Bond, *Dinner’s in the Freezer*

Deborah Taylor-Hough, *Frozen Assets: How to Cook for a Day and Eat for a Month*

Mimi Wilson, *Once-a-Month Cooking*