



Organized...Well, Almost!

Time Management for Busy Parents

Vicki Bentley

ORGANIZATION is about _____ and _____.

Let's talk about TIME:

What is important to your family?

Where do you need to begin?

Organizational challenges unique to homeschoolers

5 Key Questions:

- 1) What is working (and why?)
- 2) What's NOT working?
- 3) What items are most essential to you?
- 4) Why do you want to get organized?
- 5) What's causing problems?

Technical errors (can be fixed)

External realities (need compensation)

Psychological obstacles

Top time wasters?

Helpful hints:

- **If you fail to plan, you** _____. Time invested in planning, preparing, organizing is vital to making the most of your time.
- **Start** _____. Forget yesterday's "failures."
- Ask your family for guidance—what should your priorities be?
- Our goal is to _____.
- This is a spiritual work because the end result is to bring _____ to our homes and to _____.
- Find a **balance** - **Look for ways to bring order to your home, but don't allow organization to** _____.

Find a list of suggested resources at www.everydayhomemaking.com (Shop>Free Downloads)

More articles on time management and home organization: www.everydayhomemaking.com.

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