

Calendar Meeting

Who?	<p>HOUSEHOLD MEMBERS AGED 12 AND OLDER BENEFIT FROM CALENDAR MEETINGS.</p> <p><u>PARTICIPATION PROMOTES:</u></p> <ul style="list-style-type: none"> • SELF-CONFIDENCE • PROBLEM-SOLVING SKILLS • TEAMWORK • COMMUNICATION • RESPONSIBILITY • PLANNING SKILLS • ACCOUNTABILITY • ORGANIZATION.
When?	<p>HOLD CALENDAR MEETINGS WEEKLY, AT THE SAME TIME EACH WEEK. MAKE THIS PRACTICE A PREDICTABLE PART OF YOUR FAMILY'S ROUTINE. PUT IT ON THE CALENDAR.</p>
What?	<p>PARTICIPANTS MEET WITH THEIR CALENDARS (PLANNERS, DIGITAL CALENDARS, ETC...) AND PUT ASIDE ALL DISTRACTIONS.</p> <ul style="list-style-type: none"> • <u>REVIEW EVENTS</u> THAT WILL OCCUR OUTSIDE OF THE REGULAR WORK/SCHOOL DAY. (REHEARSAL, PRACTICE, APPOINTMENTS, ETC...) • <u>SHARE SIGNIFICANT EVENTS</u> SCHEDULED DURING THE DAY, WHICH MAY IMPACT THE USUAL ROUTINE. ARE THERE FIELD TRIPS, WORKSHOPS, OR MEETINGS? • <u>COLLABORATE</u> TO DETERMINE WHO WILL TAKE RESPONSIBILITY FOR CERTAIN TASKS. WHO WILL PROVIDE RIDES? DO CHILDREN KNOW HOW THEY WILL GET TO THEIR EVENTS? WHO WILL MAKE DINNER? • <u>WHAT TASKS ARE THERE?</u> ARE THERE FORMS TO BE SIGNED? DO WE NEED MONEY FROM THE BANK MACHINE PRIOR TO WEDNESDAY EVENING'S EVENT? TAKE CARE OF WHAT YOU CAN DURING THE MEETING AND SCHEDULE TIMES TO TAKE CARE OF THE OTHER TASKS SO THEY WILL NOT BE OVERLOOKED DURING THE BUSY WEEK. PUT THESE TASKS ON THE CALENDAR. • <u>DISCUSS BIG EVENTS ON THE HORIZON.</u> IS THE NEXT WEEK EXCEPTIONALLY FULL? PERHAPS SOME EXTRA EFFORT THIS WEEK WILL MAKE THINGS RUN MORE SMOOTHLY. WILL ONE PARENT WORK OUT OF TOWN DURING THE NEXT WEEK? CAREFUL MEAL PLANNING THIS WEEK MAY HELP. • <u>PLAN MEALS.</u> CONSIDER THE EVENTS ON THE CALENDAR AND DETERMINE WHICH MEALS WOULD FIT WELL FOR EACH DAY. DETERMINE WHO WILL PREPARE THE MEALS. • <u>CREATE TO-DO LISTS.</u> EACH PERSON GENERATES A LIST OF TASKS. KEEP THE LIST SOMEWHERE HANDY TO ENSURE TASKS GET DONE.