

Time Management for Child Care Professionals: Quick-Reference Cheat Sheet

YEARLY

Update your calendar (electronic or hard-copy) with recurring occasions and fixed appointments—birthdays of family and friends, your annual physical that has already been scheduled for the following year, a family vacation, etc.

MONTHLY

As the current month draws to a close, look in your hard-copy folder for the following month. Add those items to your calendar and daily folders as appropriate.

E.g., if your best friend’s birthday is the 15th of the following month, you might put a slip of paper that says “call Amanda—birthday” in the “15” folder and her card, which will take a few days in the mail, in the “11” folder so you remember to mail it on the 11th.

In general:

- Things that have to happen at a *specific time* on a certain day (e.g., meetings) go on your calendar.
- Things that can happen *any time* during a certain day (e.g., an errand that needs to be run) go in the daily folder.

WEEKLY

Print out a weekly planner sheet and fill it in for the following week—events, meetings, and tasks from your calendar.

DAILY

At the end of each day, look in your hard-copy folder for the following day. Add items to your handwritten daily sheet as appropriate. I recommend putting daily tasks on the left side of the page and appointments, meetings, and other events with fixed times on the right side of the page.

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