

## Time Mastery 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 15<sup>th</sup> 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 11<sup>th</sup>.

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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