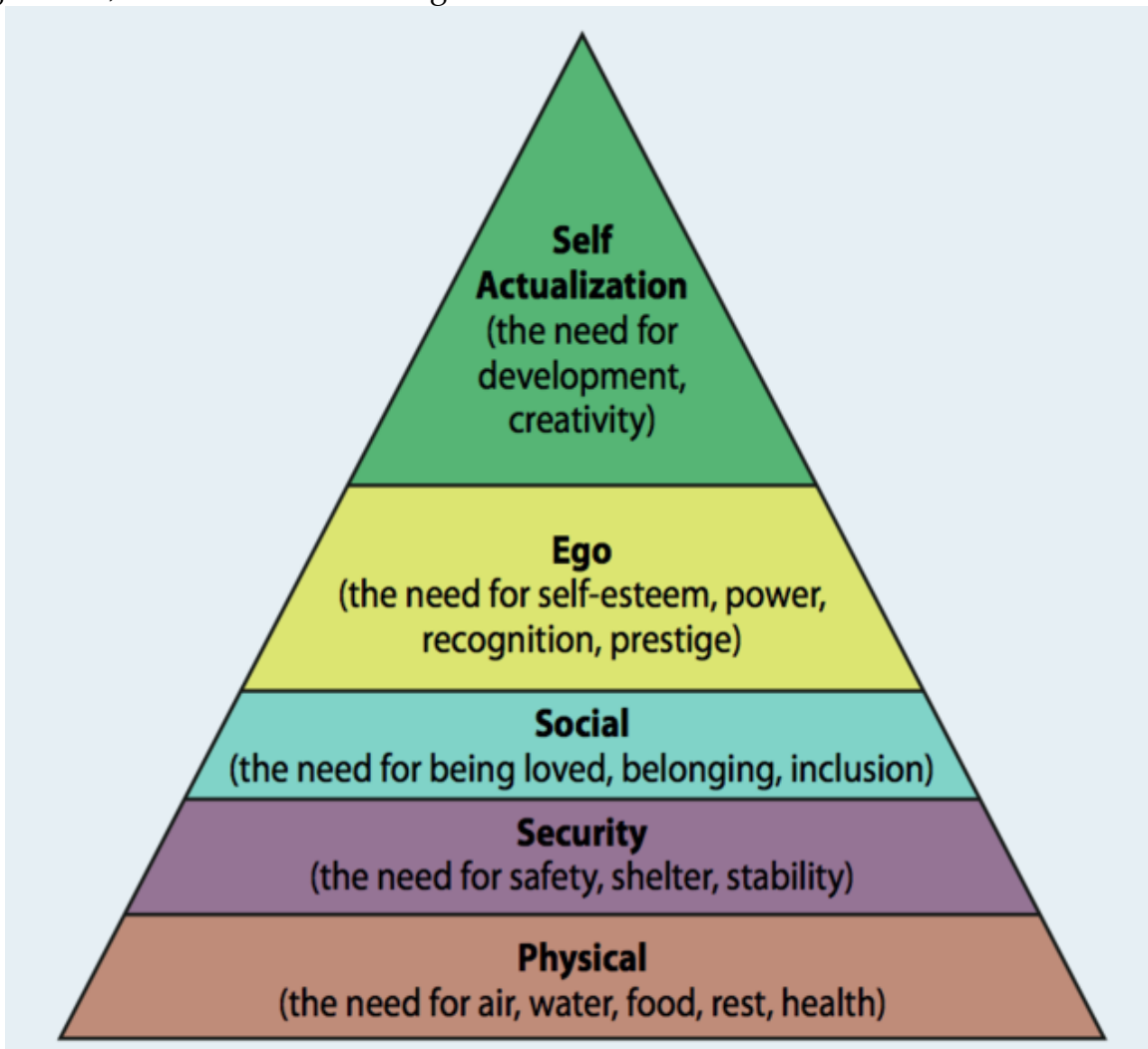




Hannah Rudnick, MSW
Coaching and Parent Empowerment

Building a Family Master Schedule

You're going to build yourself a schedule that supports the needs to of the family as a whole and each individual in that family. Set aside at least a couple of uninterrupted hours to do this. Let Maslow's Hierarchy of needs (see below) be your guide, starting with the foundation of your basic, physical needs and moving up from there. Try to create a space for each part of the hierarchy, so that each person in the family can feel fulfilled. A schedule that serves the whole family and is made together, with full commitment from each family member, can go a long way to reducing anxiety, arguments, and misunderstandings.





Hannah Rudnick, MSW
Coaching and Parent Empowerment

The Process:

Step One: Individual Schedules

First, each partner will make their own schedule, with what they feel they need and the family needs, including meal times, sleep times, meetings, self-care, work, etc. (see example). Keep in mind when making your separate schedules that they will need to be combined with your partner's. **THEY WILL CHANGE**, so don't get too attached to them. This is just a basis for what will become a family schedule that serves the needs of everyone involved.

Step Two: Combining Schedules

When you come together to combine your schedules and express your needs, keep a couple of things at the forefront: when someone is expressing their needs, listen. Do not take it personally and try not to become defensive. Be open to changing your understanding of your partner's needs. Also, when you are expressing yourself, do it kindly with your partner's heart in mind. You can express frustration or needs that aren't being met without aiming to hurt. When you are in this discussion imagine your heart has a door that is wide open to both express and receive. Commit yourselves at the beginning verbally and openly to focusing on emotions, empathy, and solutions. Avoid arguing over facts, or playing "tit-for-tat". If you notice this happening, take a breath and take a break and *acknowledge* what is happening. Express your feelings again and refocus on solutions. For example: Partner 1: "I'm starting to feel defensive and frustrated, I need to take some breaths." Partner 2: "Okay, I totally understand and hear that you're feeling frustrated. Let me know when you're ready to keep going." Each person needs the space to feel their feelings, this means you may need to take breaks. That is okay! Real progress takes work and time!

Step Three: Implementation and Maintenance

Once you have completed your schedule, and both partners feel confident and committed to it, put it in a visible and easily accessible spot in your shared space. Commit to checking it throughout the day, update your personal phone with it if that helps. Of course things will change depending on the week and the season, but the basic structure should remain the same. Do regular (I suggest at least weekly) check-ins about how it's working for the whole family, adjustments that need to be made, etc. The



Hannah Rudnick, MSW
Coaching and Parent Empowerment

schedule will evolve with your family as you get used to having it as an essential part of your routine

EXAMPLE SCHEDULE

This is just an example of how it can be done to give you a place to start thinking about it. Color coding can also be helpful, and there are many templates and apps online that may be helpful as well. Please make a schedule that works for your family!

Time	Monday		
	Partner 1	Partner 2	Child
6:00AM	Wake	Sleep	Wake
6:30AM	Prepare and serve Breakfast	Wake, Breakfast	Breakfast
7:00AM	Meeting	Drop child at daycare	Daycare
7:30AM		Self-Care: Yoga	
8:00AM		House upkeep, meal prep, etc.	
8:30AM		Pick Child up from daycare	
9:00AM	Work in Office with the door closed, uninterrupted	Feed child snack, put down for nap	Snack, then nap
9:30AM		Work in Office with the door closed, uninterrupted	
10:00AM		Care for child	
10:30AM			
11:00AM			
11:30AM			
12:00PM	Lunch	Prepare, serve, and eat Lunch	Lunch
12:30PM	Self-care: Take a walk	Play with child	play