

# Time Management Tips For Families With Children

*Professional Organizers Offer Advice to Help Kids Manage Their Time*

**Homework and school** projects. Athletics, music lessons and chores. Family dinners and sleeping. Yikes! How do kids fit it all into a single day? We can't make time slow down, or get more of it. What we can do is manage it. Professional organizers have some tips for kids (and their parents) to better manage time.

Having a daily schedule with a realistic estimate of how long it takes to do a task really helps, says Leigh Ann Hensel, a member of the Albuquerque Area Professional Organizers (AAPO), a group of National Association of Professional Organizers members (NAPO).


"Make a list of things to do before leaving for school each morning and before bedtime each night. Then time how long it takes to do each task (this is especially important for kids who tend to get distracted). You may find that there are too many activities crammed into too little time," said Hensel, who owns Buying Time Professional Organizing Systems and specializes in residential and small business organization.

Middle school is the perfect age for children to become active participants in managing their own time. They are starting to take on more independence and planning in their schoolwork and lives, says Keadron Finn, a NAPO member

who often works with

children on their spaces and routines through her Santa Fe-based business, The Inspired Space.

"Blocking time with 'have-to do's' like homework and chores, broken up with 'want-to do's' (30 minutes of video games or telephone time) so the child has things to look forward to after obligations, builds their focusing skills and keeps enthusiasm from waning," says Finn. "Having expectations that the child can't meet (because they can't focus that long, or they can't order what needs to be done in steps) will result in avoidance and resistance. Make organizing and managing their lives a fun routine and you have given them valuable tools for life."

Other tips from the professional organizers include: make a schedule for study/quiet time that involves the whole family and, organize kids clothes – school vs. play – paying special attention to what has been outgrown and any school or activity dress code requirements. 

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