

1. **Work hours:** You need to look at the big picture of your work hours. For example, look at these schedules below. Your blocks of work time (in the home or out of the home) will be your starting point. Use the blank schedule on the next page or create a similar spreadsheet of your own.

Sample schedule with teens (Mom's part time work schedule in blue)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
6:30							
7:00		Boys wake up, eat breakfast			Boys wake up, eat breakfast		
7:30		Do chores			Do chores		
8:00	Boys wake up, eat breakfast	Math	Boys wake up, eat breakfast	Boys wake up, eat breakfast	Math		
8:30	do chores	Free time	do chores	do chores	Free time		
9:00		Bible, reading,			Bible, reading,		
9:30	Online English class	History	Online English Class	Bible, reading	Online English class		
10:00			independent work	independent work			
10:30	Bible, reading	science co-op homework			science co-op homework		
11:00	independent work						
11:30					History		
12:00	Make lunch, clean kitchen						
12:30							
1:00							
1:30							
2:00							
2:30	Math		Math	Math			
3:00							
3:30							
4:00							
4:30							
5:00							

Sample schedule with 6 and 8-year-olds (Mom's work schedule in green)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
6:30							
7:00							
7:30							
8:00							
8:30	Sitter comes over		Grandmother comes over	Sitter comes over	Grandmother comes over		
9:00	Breakfast, chores	Homeschool Co-op Day	Breakfast, chores	Breakfast, chores	Breakfast, chores	History lesson	
9:30	Read-aloud	Grandmother in charge	Read-aloud	Read-aloud	Read-aloud		
10:00	Math lesson		Math lesson	Math lesson	Math lesson	Science lessons	
10:30	Grammar/English lesson		Grammar/English lesson	Grammar/English lesson	Grammar/English lesson		
11:00	break/play time		break/play time	break/play time	break/play time		
11:30							
12:00	Lunch, clean up		Lunch, clean up	Lunch, clean up	Lunch, clean up		
12:30							
1:00	Quiet time		Quiet time	Quiet time	Quiet time		
1:30							
2:00			Laundry, chore training		Laundry, chore training		
2:30							
3:00		Home from Co-op					
3:30							
4:00							
4:30							
5:00	Sitter prepare dinner		Grandmother prepare dinner	Sitter prepare dinner	Grandmother prepare dinner		
5:30							

Sample schedule with 5, 8, 12, and 14 year olds (Mom's work schedule in orange)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
6:30							
7:00							
7:30							
8:00							
8:30	Bible	Bible	Bible	Bible	Bible	Bible	
9:00	Math with older kids	Math with older kids	Math with older kids	Math with older kids	Homeschool co-op day		
9:30	while younger kids play	while younger kids play	while younger kids play	while younger kids play			
10:00	Mom does Grocery delivery	Mom does Grocery delivery	History	History		Mom does Grocery delivery	
10:30	14-year-old in charge	14-year-old in charge				14-year-old in charge	
11:00	online lessons?	online lessons?	Science	Science			
11:30	videos?	videos?					
12:00	Lunch, clean up	Lunch, clean up	English/Grammar	English/Grammar		Lunch, clean up	
12:30							
1:00							
1:30	History	History					
2:00							
2:30	Science	Science					
3:00							
3:30	English/Grammar	English/Grammar			Mom does restaurant delivery	Mom does restaurant delivery	
4:00			Mom does restaurant delivery		14-year-old in charge		
4:30			14-year-old in charge				
5:00							
5:30							
6:00			Dad home?		Dad home?		
6:30			Kids at church classes?				
7:00							
7:30							
8:00							
8:30							
9:00							

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
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6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							

2. **Work Location:** Now that you've blocked out your actual work hours, think about where you work.
- a. **Home:** This is pretty easy. If you're working from home, your main goal is to schedule your children's time around yours. Do you need the house quiet for phone calls or video meetings? Should you arrange for someone to come and supervise during those hours?
 - b. **At work:** If you're going to a physical location, who will care for your young children while you're away? Family? Hired sitter? A mix?
 - c. **Flexible:** Do you have the option to work from home sometimes, and other times go into the office? Talk to your boss about this possibility, and even see about setting up a standard schedule that you can work with. You could have one full day at the office while you have helpers available at home, or while your kids are at a drop-off co-op.
 - d. **Delivery:** if you have a job where you set your hours, consider the hours when the most work is available and plan around that.

Working from home needs:

Working at the office needs:

Mix of home and office:

Delivery or other "set your own schedule" needs:

3. **Age of Children:** This will determine how much you need help with the school lessons and how much your children can do independently. As a working parent, training toward independence is very helpful! Consider their age and their maturity level, as well as the subjects they are better in.

Child name: _____ Age _____ Grade _____

Work independently? _____ Which subjects? _____

Subject they need most time/help in _____

Help from tutor/family _____

Help from online course _____

Child name: _____ Age _____ Grade _____

Work independently? _____ Which subjects? _____

Subject they need most time/help in _____

Help from tutor/family _____

Help from online course _____

Child name: _____ Age _____ Grade _____

Work independently? _____ Which subjects? _____

Subject they need most time/help in _____

Help from tutor/family _____

Help from online course _____

Child name: _____ Age _____ Grade _____

Work independently? _____ Which subjects? _____

Subject they need most time/help in _____

Help from tutor/family _____

Help from online course _____

4. **Extra Help Available:** Now think about all of your options. Co-op classes, online classes, tutor, neighbor, grandparent, friend, etc. Who or what can help you fill in the gaps? It could be as simple as a family member 5 days a week, or it could be a mix of all the suggestions above. Maybe your neighbor can give the kids a ride to co-op, you use an online course for math, Grandma comes on Tuesdays and Thursdays, and you're off work on Mondays.

Is there a co-op in your area that allows you to drop your children off?

What day and time do they meet? _____

How will your children get there? _____

Are there homework assignments? _____

Is there help you can hire? When are they available? How much do they charge?

Neighbor _____

Homeschooled teen _____

Tutor _____

Is there family who can help?

Family members _____

Days and hours of availability _____

Can they help with school work? _____

Can they drive kids to activities? _____

Pencil these into your spreadsheet as possibilities, even if you don't end up using them in the final schedule.

5. **Budget:** This is important to consider, for both hiring help and for curriculum.

What kind of curriculum will help fill your needs? Online? Co-op classes? Full-package? Mix of new and used books? With the first four considerations in mind, what do you need to purchase or pay for?

Who is teaching each subject? You, a tutor, a class, or an online curriculum? Cost?

Math _____

Reading _____

Grammar _____

History/Geography _____

Science _____

Bible _____

Other _____

Other _____

Other _____

Extracurricular _____

Extracurricular _____

After brainstorming these, you may find yourself adjusting your expectations, your needs, or your budget. That's why it's good to put it all on paper and see the big picture.

And remember, things change! Each month, each year could look different. If it seems overwhelming right now, don't despair. Kids grow, habits and needs change, and your work situation may even change. Take it one day at a time, and remember to enjoy the benefits of homeschooling!

[This planning worksheet is a free gift to readers of NickiTruesdell.com. Please don't forward the document. I ask that you share the link to my website with your friends instead: <https://nickitruedell.com/working-and-homeschooling>]