**Scheduling Your Life**

You are a stay-at-home parent with two busy kids. You are to create and maintain the family calendar for the month. Use the attached blank calendar for this. (Students can also an online calendar format for this activity.)

1. Take List #1 and fill in the month’s appointments from the master list. YOU will fill in *your local* addresses for some of the appointments. Assume both kids attend thesame school.
2. Then, use the UPDATES page to return to the calendar and make the changes. Draw a line through, or strikethrough, the old appointment and fill in with updated one. Keep accurate notes of the appointments that need to be rescheduled or cancelled.
3. Coordinate travel arrangements by using the TRAVEL form to fill out all the information for the UPDATES **IN BOLD ONLY**. Be sure to include time you had to leave, driving time (estimated on the map), etc. For example, from school to doctor’s office or from church back to soccer field.

List #1

WEEKLY APPOINTMENTS

JACK

Soccer M-W-Th. 5:30 – 7:00 p.m. \*use local rec center address

Tutoring 6:45 a.m. Tuesday only \*use local address

Drama Club pick up 4:30 p.m. Friday only

JILL

Piano 4:00 – 4:30 p.m. Tuesday only \*use local address for this

Gymnastics M-W-Th. 4:30 – 6:00 p.m.

Art Club drop off T & Th. 7:00 a.m.

Wednesday nights Church Choir 7:30 – 8:30 p.m. \*use local address

School Art Show on the 2nd Friday night 5:45 – 7:30 p.m. come and go

Drama Performance on the 3rd Friday 5:00 – 6:00 p.m.