The Family Calendar System

One calendar the whole family can see, planned once for the whole year.

I'm Helena Alkhas, a professional organizer since 2010, a mother of three boys (twins plus one) and a former Navy spouse. Most of my clients have packed calendars and busy homes, and this is the first thing we set up together.

It's the same process I follow at home every year. It keeps me sane and gets everyone in the house on the same page, because without it, the clutter and the last-minute scrambles always come back.

Helena

BY THE END OF THIS SESSION, YOU WILL

- [ ] **FEEL IN CONTROL**
  Of the events you can plan ahead.
- [ ] **SEE THE WHOLE FAMILY**
  Who is involved in each activity, so you can adjust where needed.
- [ ] **KNOW WHAT EACH EVENT NEEDS**
  The time, money and help to manage it calmly.
- [ ] **SPOT THE CONFLICTS EARLY**
  Overlapping dates and missing resources, before they become a scramble.

PLAN FOR

About an hour with your favorite drink. A little more if you have several kids.

MY SESSION

Date _____

Calendar _____

Colors _____

NOTES

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Plan the Whole Year

Mapping out the year isn't being too organized. It's knowing, way ahead, where your time is going.

Some commitments come back every year on the same dates, like birthdays and anniversaries. Others happen when you schedule them, like the yearly doctor and dental visits. And some are set by other people, like weddings and school breaks.

Once they're all on the calendar, your mind is free for other things, and you can see the open weeks for what depends only on you: the trips, the celebrations, a project of your own.

WHAT YOU'LL NEED

- [ ] **YOUR PHONE**
  For the numbers and the calls.
- [ ] **YOUR CALENDAR**
  Paper or digital, the one you use every day.
- [ ] **PENS AND COLORED PENCILS**
  One color per category.
- [ ] **EACH CHILD'S SCHOOL CALENDAR**
  With breaks and early dismissals.
- [ ] **YOUR WORK OR STUDY CALENDAR**
  The important dates.
- [ ] **YOUR PARTNER'S CALENDAR**
  Work, study and travel dates.
- [ ] **CAMP AND ACTIVITY FLYERS**
  For what you've signed up for or plan to.
- [ ] **DOCTORS' PHONE NUMBERS**
  Primary care, gynecologist, pediatrician and dentist.

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7 Steps to Your Family Calendar

Work through them in order. Each one clears something out of your head and onto the calendar.

1 **GET READY**
Grab your calendar, paper or digital, and your favorite drink.

2 **BIRTHDAYS AND ANNIVERSARIES**
Move them from your phone to the family calendar, with time to buy the gift or book the appointment before each one.

3 **HOLIDAYS**
Enter every holiday, especially the days with no school that are still workdays for you. Seeing them early gives you time to book a sitter, ask for help or plan a day off.

4 **THE SCHOOL CALENDAR**
Early dismissals, late starts, teacher workdays, breaks, and conference week in pencil. College deadlines too, if you have a senior.

5 **SHOTS, PHYSICALS AND DENTAL**
Check that each child is up to date and note when each one expires, especially what school or sports need before the first day.

6 **YOUR APPOINTMENTS**
Call and schedule them all: doctor, dentist, orthodontist, and even the manicure before that wedding.

7 **WORK AND STUDY**
Pencil in conferences, trips, deadlines and any course or degree dates.

TIP

Do this once a year, then add new dates the day they come in.

DONE ON

Steps 1 to 4 _____

Steps 5 to 7 _____

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Color Key and Missing Info

Give each category its own color, then list what you still need to find.

MY COLOR KEY

COLOR	CATEGORY
Red	Holidays
Orange	Birthdays and anniversaries
Blue	School dates and breaks
Green	Vacations and trips

STILL MISSING

WHAT I NEED	WHO TO ASK	DONE
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

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The Year at a Glance

The fixed dates first: birthdays, holidays, school breaks and trips.

YEAR _____

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

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Monthly Calendar

Print one for each month and keep it where the whole family can see it.

MONTH _____

SUN	MON	TUE	WED	THU	FRI	SAT

CALLS

TO-DO

SHOP

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Daily Schedule

For the busy days. Block the time first, then fill in the tasks.

DATE _____

SCHEDULE

5 AM

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

TODAY'S FOCUS

WORK TASKS

PERSONAL TASKS

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Keep It Going

You did the hard part. These three habits keep the calendar working all year.

- [ ] **KEEP IT ALL IN ONE PLACE**
  Every family date goes on the same calendar, not on scraps of paper.
- [ ] **UPDATE AS IT COMES IN**
  Add new dates the day you get them, or at your weekly check.
- [ ] **REVIEW ONCE A WEEK**
  Ten minutes on the same day each week, and everyone knows what's coming.



READY FOR THE FULL SYSTEM?

The Family Command Center

Calendars, schedules, routines, chores and meal planning in one printable binder, so everyone knows what's happening this week.

FIND IT AT APERSONALORGANIZER.COM

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