

Parents' Pūpū Platter

Session Three: Time Management— Resources for Prioritizing and Maximizing Quality Time

Session Overview

Activity	Topic/Materials	Time
Introduction	included in PowerPoint presentation	10 min.
Goals/Objectives		
Ground Rules		
Ice Breaker	Ho'omau—Guided Imagery	10 min.
Presentation	included in PowerPoint presentation	20 min.
Activity	Family Calendar Planning (handouts)	20 min.
Personal Reflection	see activity description and handouts	10 min.
Small Group Discussion	see activity description	20 min.
Large Group Reporting	see activity description	10 min.
Community Resources	see activity description	10 min.
Closing/Evaluation	included in PowerPoint and handouts	10 min.

Materials Needed

Computer with CD drive and projector

CD with PowerPoint presentation

Handouts

CD player (optional; can use computer to play CD if computer has sound capability)

Introduction

In today's fast paced environment, families are under increasing amounts of pressure, resulting in a greater need for time management, stress reduction, and ways to prioritize family time. In his book *First Things First*, author and time management guru Steven Covey states that he has never seen someone on their death bed wishing they had spent more time at work. With busy schedules—kids with school and athletic commitments and parents with financial burdens and workloads—making special moments count becomes a challenge. In this session, parents will learn family time management and personal stress management strategies. The effective implementation of such strategies is a key step in coping with mounting work, economic, and family pressures, and in making family moments matter.

Session Objectives

- Parent participants will be able to use effective prioritization and scheduling techniques to manage family time.



- Parent participants will be able to identify activities and strategies that allow for relationship connections to be made, in spite of tight family schedules.
- Parent participants will be able to apply stress management techniques to cope with mounting work, economic, and family pressures.
- Parent participants will be able to identify key community resources and activities for family support and entertainment.

Review Ground Rules

The following ground rules shall be applied to all Parents' Pūpū Platter Sessions in order to maintain a safe environment for all participants:

Privacy—Sensitive information may be shared in the sessions. What is said in the sessions will not be shared. Participants may also choose not to self-disclose. Their wish for privacy will be honored.

Respect—Individuals with different perspectives, experiences, and value sets will be sharing and working together. Participants need to feel that it is safe to bring forth thoughts and ideas without fear of judgment. An emotionally safe environment will be maintained.

Ice Breaker—Guided Imagery

Adapted from Kamehameha Schools' E Ola Pono—Makua curriculum.

This is an activity in relaxation and imagination. The participants sit, eyes closed, mentally experiencing the description that is read aloud. The imagery is scripted and intended to reinforce the content presented in the lesson, and to further develop relaxation and stress management skills. This experience can be very rewarding and empowering. There is no right or wrong way to do this—there is only the participant's way. Although the facilitator provides guidance, participants still have complete self-control. In order to deepen the guided imagery and quiet time experience, music can be played quietly in the background.

Music and images relating to Hawai'i were chosen as the central vehicles for relaxation. The purpose of this approach is to provide parents the opportunity to experience a time that is "stress-free," while developing skills in how to become "calm" and "quiet." These are skills with many applications.

Facilitator Instructions:

- Use a quiet place and time. Take control of the environment to provide the maximum safety and comfort. If possible, eliminate distractions and make sure there are no interruptions.
- It is best to sit comfortably upright with feet on the floor, not crossed. Heads should not droop or tilt. Make sure participants have adequate space around them, because closing their eyes can make them feel vulnerable. It is the role of the facilitator to make sure there is protection from any outside disturbance.



- Speak slowly and clearly, allowing a great deal of time for participants to picture and absorb the images as you guide them. Include pauses where indicated, but use your intuition to place pauses and spaces where you feel they are necessary. Take your time, do not rush. It is helpful if you are picturing the images as you present them. This will help you create an atmosphere that supports their “imaging.”
- Take time afterward to allow participants to briefly share what they experienced. It is not necessary to interpret or understand their experiences. Simply encourage them to describe and share.

Guided Imagery Script:

Close your eyes and take a few deep breaths . . .

There is no other place you need to be right now . . .

There is nothing else you need to be thinking about . . .

You are doing exactly what you are supposed to be doing . . .

Make yourself comfortable and relax as you listen to the sound of my voice . . .

Pay attention to your breathing . . . we each have our own rhythm of breathing.

Use your imagination and come with me on a brief journey . . .

Think of a time when you are with your family and you are doing something very special together . . .

You feel a part of your family . . .

You know that you belong . . . you are proud to be part of this . . .

This feeling you have is something you would like to pass on in your family . . .

Take a few minutes to enjoy what you are doing . . .

Pay attention to what others are doing . . .

What they are saying . . .

What they are wearing . . .

How does it feel to be doing what you are doing?

Remember this time with them and enjoy it.

Take several deep breaths . . .

Bring your attention back to your body . . .

Fill your lungs with air. Bring it all the way in, from the top of your head to the tips of your toes..

Gradually, become aware of this time and space.

Bring yourself fully back to the present . . .

And, when it feels comfortable and you’re ready, you can stretch.

Move . . . open your eyes.



Presentation

Go through the formal instruction portion of the presentation, which will focus on the following:

- Responses to family demands
- The Time Management Matrix
- Making stress work for you

Activity

1. Pass out and discuss the “How to Use a Family Calendar” handout.
2. Pass out blank calendars and supplies. Parents can then work on a sample month calendar, breaking obligations into categories of family events, schedules, invitations, and appointments. If parents don’t know what obligations the family has for the next month, they can fill in only what they know, make a sample calendar that includes common activities and obligations, or figure out a basic weekly plan.

Personal Reflection

The participants will complete personal reflection handouts that contain the following points:

After participating in the activities today . . .

I learned:

I felt:

I realized:

Think about this quote from author Robert Brault: “Enjoy the little things, for someday you may realize that they were the big things.” What are some little things that stand out in your memories of your family that truly are big things? How can you make room in your busy life for more of those kinds of moments?

This is also a good time to include background music as the participants reflect. Encourage silence as each person completes his or her own reflection.

Small Group Discussion

Participants will break up into groups of no more than four or five to share and discuss the following guiding questions:

- What was one of your biggest “discoveries” so far?
- Share calendars with each other. Look for opportunities to build relationships and potential stress triggers. Brainstorm strategies together.
- What was the hardest part about the activity? The easiest?
- Share other family management strategies that work for your family that weren’t covered today.



Large-Group Reporting

Reconvene participants in the large group and offer them an opportunity to report back to the group based on the following guiding questions:

- What were common themes you discovered within your group?
- Did you have any group “a-ha” moments?

Note. “A-ha” moments are when a new idea or concept clicks, and the learner is able to understand in a way that is relevant and applicable to his or her life.

Community Resources

Invite community agency representatives who have been able to participate with the families to introduce themselves and the programs they represent, providing a time for parents to learn what additional resources are available in the area of parenting training and support.

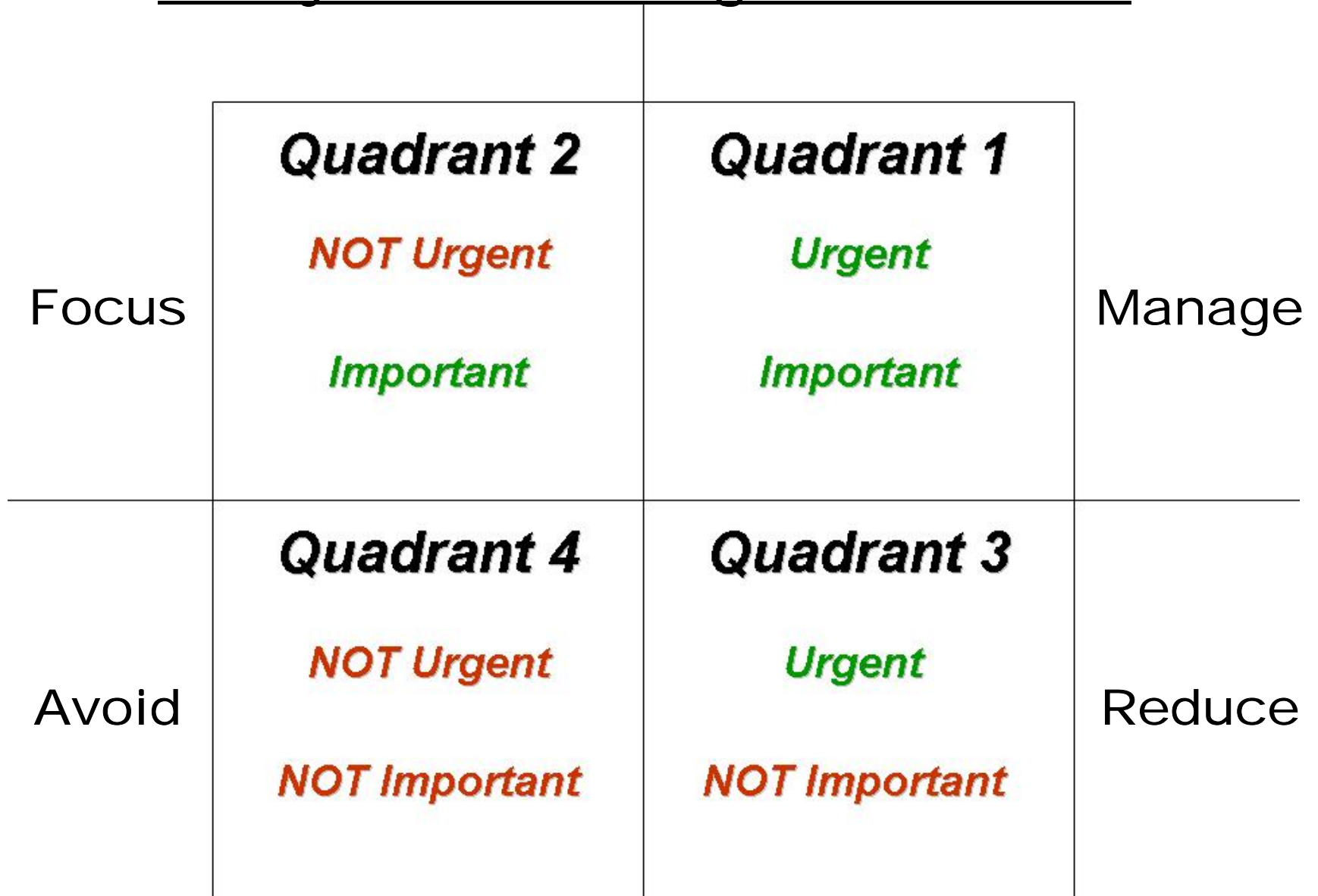
Closing and Evaluation

Summarize with the parents the goals and objectives that have been reached. Readdress the goals as they were provided in the introduction (included in PowerPoint presentation). Validate the group experience of the session, and reiterate the connection to other community agencies for additional support and resources.

Collect evaluation forms from participants before they leave.



Covey's Time Management Matrix



So, How Do You Use a Calendar?

Family Events: Take the time to sit down and fill in birthdays, anniversaries, and general information that is consistent for your family; this will save you from ever forgetting a birthday or anniversary again! When you check for important dates coming up, you'll see if there are any cards or packages that you need to buy and/or mail.

Schedules: When you receive a schedule of events for anything that a family member participates in, add it to your calendar immediately! Examples include school calendars, sports schedules, rehearsals, boy scouts, dance classes, and church schedules. When you get them, write them down; don't leave them in a cluttered area or in the car. If you absolutely can't write something down that minute, then take a paper clip and clip it to your calendar, or put it in the pocket of your calendar so you can pull it out and enter the information on the calendar when "desk day" comes around. This will enable you to know what events you can and cannot attend, because you will be able to see if you have a schedule conflict.

Invitations: When you receive an invitation in the mail, don't throw it in a cluttered area or a pile of mail. First, ask yourself if you want to go to the event; if you do, then look at your calendar and see if the date is a good one for you or the person who has been invited. If you have looked at your calendar and know that you can attend, write it down immediately! If the invitation requires an RSVP, take care of that right away. (If you don't want to go to the event, or it is something that doesn't work into your schedule, then RSVP, if required, or throw the invitation away.)

Appointments: When you schedule an appointment for doctors, dentists, barbers, and so on, look at your calendar first! Then after you have made the appointment, write it down so you will not schedule yourself into a conflict. When you are using a basic weekly calendar, you will have a day that is more convenient for running around. Try to set up most of your appointments on that errand day.

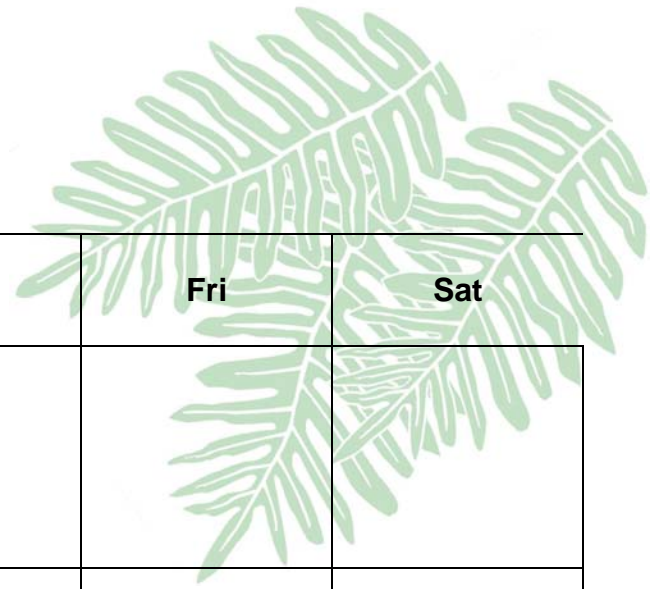
Important: *Keep your calendar in a central location for all family members to see!*

Adapted from the Fly Lady website: www.flylady.com



Family Planning Calendar

MONTH: _____



Sun	Mon	Tue	Wed	Thu	Fri	Sat

Personal Reflection – Time Management

After participating in the activities today . . .

I learned:

I felt:

I realized:



Think about the following question (you don't have to write anything down if you don't want to):

Think about this quote from author Robert Brault: "Enjoy the little things, for someday you may realize that they were the big things." What are some little things that stand out in your memories of your family that truly are big things? How can you make room in your busy life for more of those kinds of moments?

