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# The Ultimate Homeschool Planner

a planning system designed by

DebraBell

blessings

encourage record your independence progress

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"Order brings peace."
- St. Augustine

#### The Ultimate Homeschool Planner

#### Published by

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The Ultimate Homeschool Planner (for moms)



The Ultimate Homeschool Planner could be used alone, but the entire system is designed to work together so that your students gradually take on more and more responsibility for their own planning and scheduling. Ideally, the mom should have The Ultimate Homeschool Planner and each student should have his or her own planner.

The Ultimate Daily Planner for Students (for 4th – 8th graders)

The Ultimate Weekly Planner for Teens

(for 7<sup>th</sup>-12<sup>th</sup> graders)

#### **Welcome to The Ultimate Homeschool Planning System**

As experienced homeschool moms, we feel your pain. We remember the little things that brought the house down, and we know what made our lives easier. That's why we worked together to create this planning system to make *your* life easier. (Zan came up with the concept, and Debra designed the system.)

Planning won't eliminate chaos and disorder, but it can reduce it. Planning won't remove frustration, but it can help you stave off burnout. Flying by the seat of your pants is an exhausting approach. Taking thirty minutes a week to find a quiet place and sketch out a high-level view of the week ahead is going to give you peace of mind. Planning at monthly and yearly intervals will ensure you hit the targets you were shooting for when you decided to homeschool in the first place.

"Order brings peace," St. Augustine wrote in the fifth century. If it was true then, it is even more relevant in our modern culture. We rush through time and space, often at breakneck speed and with no clear destination in view. If you don't make time to plan, then you'll find that you, your kids, your homeschool, and your parenting years will be dragged down by the undertow. We want you to do more than just survive your call to homeschool; we want you to thrive in the pleasure of God's calling on your life.

In addition to helping you as the teacher, The Ultimate Homeschool Planning System is designed to teach your student to be an independent learner. Training your children to work independently won't guarantee smooth sailing all the way, but it will give you the navigational skills necessary to steer a course toward your most important destination—raising up mature, responsible adults equipped to fulfill God's call upon their own lives. This will enable you to focus more time and attention on your little ones while your older kids incrementally take on more and more ownership and initiative in managing their time, tracking their achievements, and setting their goals.

#### **Ultimately, It's God's Story**

Practicalities aside, the burning desire of our hearts is that you experience a greater awareness of God's activity in your homeschool journey. Homeschooling is not a cross to bear—rather it's an opportunity to experience God's grace, God's faithfulness, God's mercy, God's provision, and God's redemptive activity in your own life, in each of your kids' lives, and in your family life.

This is the most important documentation you can keep about your homeschooling years. It's what your kids will want to remember; it's what your grandchildren will want to hear about. God is faithful from generation to generation.

Herein is recorded how He was particularly faithful—this year, to this family. And with the psalmist, we can declare, "I will remember the deeds of the Lord; yes, I will remember your miracles of long ago" (Psalm 77:11).

Soli Deo Gloria,

Debra Bell & Zan Tyler

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# HOW TO USE THE ULTIMATE HOMESCHOOL PLANNING SYSTEM

Stephen R. Covey tells the following story in his book *First Things First*. It has since been retold many, many times. Here's my version of it:



One day a business professor set a wide-mouth Mason jar on the table in front of his students. First he filled the jar with large rocks and asked his rising business managers if the jar was full. "Yes?" they queried.

From under the table, he took a bag of stones and dumped these in the jar. "Is the jar full now?" he asked. "No!" they replied, catching on quickly. Next he dumped in a scoopful of sand. "Is it filled now?" "No!" they exclaimed. Finally he poured a glass of water into the jar, filling it to the brim.

"What have we learned from this illustration?" he asked. "That we can always fit more into our day if we try?" one student suggested. "No," said the professor. "The lesson is this: if you don't put the big rocks in the jar of life first, you won't get them in at all."

#### **Enjoy a God-Ordered Life**

In His great prayer to the Father, Jesus said, "I have brought you glory on earth by completing the work you gave me to do" (John 17:4). Likewise, we are called to a God-ordered life. This planner is

designed to help you prayerfully prioritize the big rocks in your family's jar of life and to glorify God by completing the work He has called you to.

There will always be more to do in homeschooling than you have time to do. And that's a God-designed tension. It will cause you to depend upon His faithfulness, not your own. God is active in your family! And He is the only one who makes things grow (1 Corinthians 3:7). We are called to draw attention to that reality.

### Plan for Peace and Guide Your Kids toward Independence

The Ultimate Homeschool Planning System recommends five painless steps to guide you in the process:

- 1. A yearly planning retreat (4–8 hours)
- 2. Monthly planning sessions (2 hours)
- 3. Weekly planning breaks (30 minutes)
- 4. Monday morning tutorials (20 minutes per child)
- 5. Friday afternoon weekly reviews (15 minutes per child)

# Establish a Yearly Planning Retreat (4–8 hours)

#### Tools:

- One-Year Planning Grid (pages 18-19)
- Student Goal Setter (pages 20-21)
- Family Priorities form (page 22)

#### Purpose:

- Set academic and character goals for each child.
- Prioritize those goals at the family level.

Before heading off for your yearly planning retreat (I went to the local library for the day), review the preceding school year with your kids. Find out what they liked, what they didn't like, and what goals they have for the year ahead. Ask what their suggestions are for what they'd like to learn in the coming year. Opportunities for involvement will increase their motivation, ownership, and interest in learning.

Use the One-Year Planning Grid to give yourself a broad overview of the year ahead. Start by shading in all other commitments that will impinge upon your school time—such as holidays, church commitments, travel, appointments, or big changes in your family (like moving or a new baby).

Once you have an accurate picture of just how much "real" time you have for your school year, it's time to commit the rest of your planning to prayer.

There are always trade-offs and hard choices to be made in homeschooling. You will not get everything done that is worthwhile—that's why you need to ask God to show you the limits of His work for you. You can't do it all. But by His grace, you can finish, and finish well, the work He's called you to.

Before adding further details to the overview of the school year, you need to figure out what goals God has for your family and for each child. Use the Student Goal Setter and the Family Priorities Form for this.

Prayerfully list the goals He places on your heart. Trust that He'll supply the means in His perfect time. It's unlikely you will see these goals fully met during the year ahead, but this list will help you better focus your efforts and training. And above all, it will help you allocate time so your children will have the opportunity to develop greater strength in these areas.

#### **Prioritize for Sanity**

Goal setting is not enough. You will have to prioritize all the goals you list because your children's needs and objectives are constantly going to be in conflict with each other throughout your school day. This is a big reason why we as moms end up spending all our time putting out fires. We don't deal with the underlying causes of those interruptions. And we don't give each child a time he or she can count on our availability. The most demanding child or issue typically takes precedence. Prioritizing will help you faithfully distribute your time according to God's intentions in the midst of multiple goals.

Once you have determined the character and academic goals for each child, then determine whether or not a certain child's goals need to take priority over the others. For example, if you are

potty-training, that's a task that can't be delayed by the needs of others.

Often we allocate our time to the oldest by default when it is actually our youngest children who need the most emotional and academic support from us. One year I determined that this would be my youngest child's year—her needs would come first. Of course, that wasn't fully possible, but that year she made the greatest gains because she finally had the time investment from me she needed.

Once you've decided your overall priorities for your children, use the Family Priorities Form to sketch out how these goals should be nested under the larger goals you and your husband have for your family.

Homeschooling is just one part of the big picture of your family life. There are additional areas God calls us to be faithful in, and we need to plan so that homeschooling does not overshadow other obligations we have before God. Obviously, all the planning you do on your retreat should be done in pencil, and you should find time to talk through all of this with your husband before finalizing the coming year's plan.

Finally, resist the temptation to be overly ambitious. That's the point of prioritizing these goals. You are unlikely to have many school years where all your goals are realized. By prioritizing them, you can focus your greatest effort on your most important goals.

The remaining steps are designed to help you execute and maintain the plan you and your husband set.

# Implement Monthly Planning Sessions (2 hours)

#### Tools:

- Monthly Planners (start with pages 26-27)
- Family Priorities form (page 22)

#### Purpose:

- Block time for family priorities.
- Set margins for your life.
- Tweak your plan.

In advance of each month, spend up to two hours blocking out time slots on the monthly planners according to your priorities and commitments. At the beginning of the school year, you will probably

devote more time to planning, but as the year proceeds, your planning time will be reduced as you establish your routines. Routines grease the rails of harmonious family life—they reduce conflicts and increase efficiencies. (At one point in our household, we had a procedure for getting in and out of the van—just to stop the arguing over who sat where each time we left the house!)

During your monthly planning sessions, evaluate what tasks are consuming the bulk of your time. Does this time investment reflect your priorities? If not, can you bring greater order to these areas to reduce the time commitment? Since part of independent learning is realizing that others depend on you, can parts of these tasks be delegated to one of your older children?

Follow these steps in filling out the monthly planner pages:

- Review the prior month's plan and recall God's specific demonstrations of faithfulness and grace. Cultivate thankfulness for His activity.
- Use the Family Priorities Form as your prayer list—ask God to supply the growth in these areas over the next month.
- Next, block out time on the new month for your priorities.
- Schedule down time. God designed us to need rest.
- Troubleshoot scheduling gridlock.
- Prayerfully consider whether all your commitments are from God.
- Thank God for the abundant grace He will give you to faithfully complete these commitments.

# Rejuvenate with Weekly Planning Breaks (30 minutes)

#### Tools:

• Four-page Weekly Planners (start with pages 50–53)

#### Purpose:

- Recount God's faithfulness.
- Make a battle plan for the week ahead.
- Commit your plan to the Lord.

Here is where the story of God's activity in your homeschooling journey is set down for your future encouragement and the next generation.

Schedule your weekly planning session at a time when the Lord's Day is still fresh in your mind. Use the first page of each week's planner to recount God's activity in your life, remind yourself of the truths of His Word, and sketch out a battle plan for facing the challenges of the week ahead. To combat temptation, arm yourself with at least one fighter verse (a particularly helpful reminder of God's faithfulness and power during times of challenge—see list at DesiringGod.org). Once freshly rejuvenated by His grace and faithfulness, then turn the page and let the planning begin!

The weekly planning grid is designed for maximum flexibility. You have six blocks across the top and six blocks down the left-hand side. How you organize these will depend upon the number of children you are schooling and the type of curriculum you use. Your main decision is whether to group each child's tasks by subject areas or day of the week. (See examples on pages 14-15. These visual representations will really help!) Play around with a few drafts to see what works best for you. Don't forget to include a plan for your younger children, as well as a column or row designating how your time will be distributed among your kids. If you live in a state that requires documentation, you can date or number the school days logged.

Depending upon whether you organize by subject area or day of the week, you will fill each block with what each child should complete in each subject that day or with a week's worth of work in each subject area. Check off work as it is completed.

# Provide Monday Morning Tutorials (20 minutes per child)

#### Tools:

- This Week's Plan (as recorded on the Weekly Planner pages)
- The Ultimate Daily Planner for Students by Debra Bell (Apologia Press, 2011)
- The Ultimate Weekly Planner for Teens by Debra Bell (Apologia Press, 2011)

#### Purpose:

- Help each child develop time management skills.
- Clarify the week's assignments.
- Offer encouragement.
- · Pray together.

The goal of these weekly meetings is to incrementally and strategically shift responsibility for planning the week's work from your shoulders to your child's. Ideally, this will happen by ninth grade, at which point you use the weekly tutorial to preapprove the plan your teen has laid out. But that shift doesn't happen overnight. You incrementally move your children towards greater ownership and greater responsibility in managing their time.

Your planner and the teen planner organize time at a weekly level; the student planner organizes time at a daily level. Move your children to the teen planner only after they can responsibly and consistently manage their time well each day.

During the weekly tutorial, oversee each child's transferring of the week's work from your planner to his or her daily schedule of activities. During your planning time with teens, jointly agree on the work that should be assigned and accomplished. This is a time to provide support and encouragement as you clarify and negotiate the best way to organize the week's tasks. Don't overlook training them to seek God's help and grace in their own lives especially where work is particularly challenging. Finish the tutorial by praying with your child.

#### **Finish with Friday Afternoon Reviews** (15 minutes per child)

#### Tools:

- This Week's Plan (as recorded on the Weekly Planner pages)
- The Ultimate Daily Planner for Students
- The Ultimate Weekly Planner for Teens

#### Purpose:

- Provide accountability.
- Offer feedback.

At least once a week, or more frequently if necessary, you need to provide accountability for all your kids-even your teens. A quick weekly review, with everyone's planner in hand, should keep you on top of how well your kids are managing their time, succeeding with tasks, or struggling to reach their academic or character goals. This information will help you use next week's planning session effectively.

- Steps to Independence

  1. Show student how to complete a task.

  2. Complete the task with the student.
  - 3. Watch student complete the task.
  - 4. Student completes the task alone.
  - 5. Student decides when the task needs to be done.

Use the table below to create a coding system for your planning. You may wish to create abbreviations for each child, subject, and repeated activities and events. Record this key in the front of each student's planner as well.

Key	Children/Subjects/Activities
S.A.	Sally Anne
R	reading
FT	field trip
	1 / 6 1
	77
	10 N-68
	6 / P( %
۰	

# Yearly Planning Retreat

First fill in the One-Year Planning Grid with events that will override your weekly schedule. Include days your husband may be off work, holidays, and extended family commitments.

Then add pre-scheduled commitments for your home-school, such as weekly co-op dates.

### Family Priorities

- OFamily Night 2x month
- Tom and I date night 2x month
- DSally Anne wisely chooses friends
- @ memorize Romans 8 together
- 6) Keep building a relationship w Mr. Allen
- @Hospitality Lx month
- DPatty train Julie
- 1 Timmy learns to help Dad w lawn work
- Osally finds ministry position at church
- @ Sally Anne Algebra I success
- DTIMMY self control
- @ me exercise 4x wk

In conjunction with your husband, determine the goals you want to focus on for the coming school year. Then prioritize them on the Family Priorities form.

Determine which student goals will take precedence.

AKA: Your prayer list for the coming school year

ORE-PIANNING GUICES



# Monthly Planning Sessions

Field Trip to

2011

2011

September

Note any exceptions, such as your husband being home, that may break your routines.

Pass on tasks that consume your time to older children as soon as they are ready. This will benefit both of you.

> Reduce gridlock by becoming more efficient. Fill your freezer with

2 invite mr. Allen on field trip 3 make 10 masts for freezer divide 8 skert or Legast for 916

prepared meals at the beginning of the school year to reduce the time crunch around dinner time.

Follow these steps in filling out the Monthly Planner pages:

- Review the prior month's plan and recall God's specific demonstrations of faithfulness and grace.
- Cultivate thankfulness for His activity.
- Schedule down time. God designed us to need rest.
- Use the Family Priorities form as your prayer list—ask God to supply the growth in these areas over the next month.
- Next, block out time on the new month for your priorities.
- Troubleshoot scheduling gridlock.
- Prayerfully consider if all your commitments are from God.
- Thank God for the abundant grace He will give you to faithfully complete these commitments.

OFamily Night 2x month Tem and I date night 2x month DSAlly Anne wisely chauses friends @ Memorize Romans 8 together S Keep building a relationship w Mr. Allen GHOSPITALITY IX MONTH DPatty train Julie @ Timmy learns to help Dad w lawn work **Osally** fines ministry position at church @ Sally Anne - Algebra I success (DTIMMY - self cortrol

@ me - exercise 4x wk

# Weekly Planning Breaks

Follow these steps in filling out the Weekly Planner pages:

- ✓ Begin each week with a planning session in a quiet place.
- Start by recounting God's faithfulness during the prior week.
- Commit to make God's Word a central part of your plan for peace.
- Consider the areas where you are most vulnerable. Prayerfully outline a battle plan to overcome temptation.
- A list of fighter verses is available free of charge at DesiringGod.org.

seals are same, tony trace on an even are at the feast of it, walk, within our house with a perfect teat, and set no wished. thing before our eyes. May set team a historichy in the bosoms of trace who have the bo-operaturates of opening as, in the interpolaty and gody secures, not with fearly visitor operaturates of opening as, that is simplicity and gody secures, not with fearly visitor by thy grace, we have our consequents in the visits, and come expecually to them-weet. William Jey ( Players, for the Use of Familial) matthew 4-8 Bible Plan PSUM 85 - 91 Priverb 24 1.10 minute brisk walk each marring 2 Pray through beatitudes 3. Everyone up by 715 Am 4. Reserve the day's victories at supportable Rattle Plan For you, 0 Lerd, are good and forgiving, abounding in steadfast lave 6 all who call upon you sive ear, 0 LORD, to my prayer; listen to my plea for grace in the day of my trouble 1 call upon you, for you answer me Palm \$65-7 (ESV) I Lard, deepen my lave for you 2. Heal Dean, and give his family faith for the trial Prayers. 3. Great me more patience when helping Timmy with his math 4. visu clearances for the R. family in Central Asia I invite one of the college students to spend Thanksgiving break Hospitality/ I Check in an Mr. Allen next obar. Have Sally take over a loaf of Outreach her homemark bread.

weekly planner

The field trip to middlecreek Wildlife Center — Son over 20 Tim — completed 5 pp species of migrating birds and learned how we can sel up a monarch marklation in the backyard. The kiets really were of meth and read the Shill brillings this week Mr. Conswish gave a lask of consp on the Native American tribus Sally - Finally scores who lived speed the Susquehouse River and he showed the hist 85% on her meth even his crawback callection - and completed the week's Jessen on Wed Hided the Harseshae Trul after church with the seers and - she perfected her Kecchet - a beautiful Fall day multigrain bread recipe Family lumies - Victories - Propries - Promising signs - Small beginnings - Financi projects - etc. Show gave us a boundiful chees of Alican's for Sully to wow to the weathing. Tower busy gave him permission to Jeave work early on Frinces so he can teach that class at the cores - Time also his chares for the week completely and without being reminded. The children are merking on their project for comp without arguing

Evidence of God's grace - God's mercy - God's factifulness - God's protection - God's provision

Write down all signs of forward momentum. (Your kids are going to peek in here to see what you find noteworthy.) Show them how to celebrate small beginnings and promising signs.

Taking time to document God's particular kindnesses and evidences of grace in your family's life will build your faith for the future and create a family heirloom for future generations.

# Weekly Planning Breaks

The Weekly Planner grid is designed for maximum flexibility. You can organize the rows across the top and columns down the left-hand side by day of the week, subject area, or children. If you live in a state that requires documentation, then you can track the number of school days in the blocks as well.

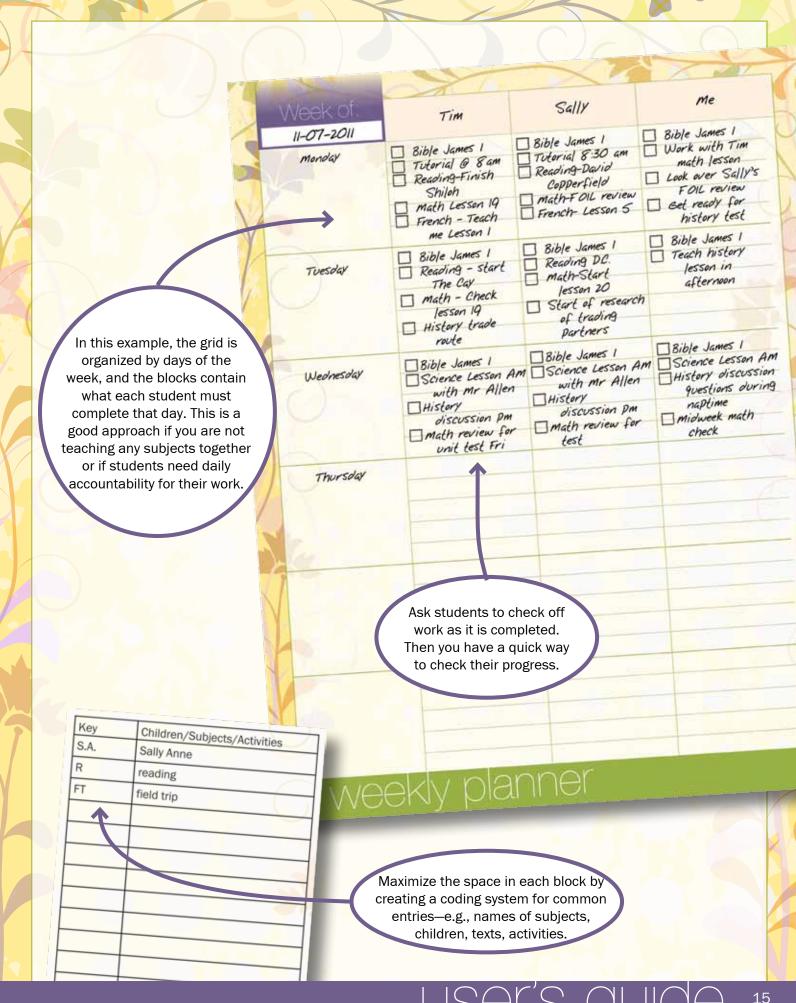
In this example, the blocks show what an individual child must complete in one subject area that week.

If you use a unit study curriculum designed for multiple grade levels, then designate one column or row for work completed as a family.

Ancient History Reading math 11-07-2011 (together) X Finish Shiloh Do pp. 44-48 mark trade routes Read The Cay Review for test of map on ancient chpt 1-10 Take unit 5 Define underlined Practice test presentation wi words Sally Chapters 1-18 of Sally FOIL practice Research trading David Copperfield Lesson 20 Partners of Anwer discussion Take unit test ancient world questions due Fri Practice w/ Tim Bible study of History MIN W James 1 MOM @ 10cm Practice for co-op play At Brandma's till Ipm Nap after - make dinner while Tim does math at table check sally's first 5 math problems before she goes on History together at weekly planner

Plan for little ones as well. Think through what they will do while you are helping an older child.

Put your own daily duties on the grid, too.
Then you can see scheduling conflicts in advance and plan to negotiate them.
If your kids can also see your time commitments, it will help them anticipate when you might be available.



# Monday Morning Tutorials

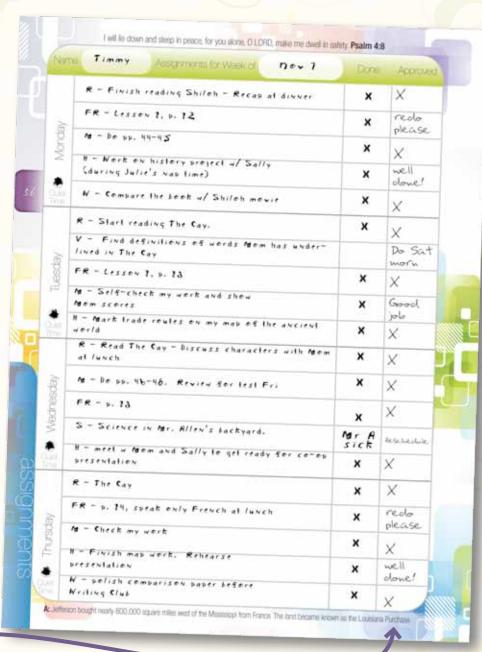
#### **Monday Morning Tutorials**

Meet with each student for approximately 20 minutes.

During this time, you should do the following:

- Help each child develop time management skills.
- Clarify the week's assignments.
- Encourage your child to recognize God's grace and activity in completing these tasks.
- Pray together and build faith for the week ahead.

Students using The Ultimate
Daily Planner for Students
should copy their assignments
from your planner to their
planner during this time.



#### **Friday Afternoon Reviews**

A quick weekly review, with everyone's planner in hand, should keep you on top of how well your kids are managing their time, succeeding with tasks, or struggling to reach their academic or character goals. Use this time to help you do the following:

- Provide accountability.
- Offer feedback and encouragement.
- Note areas that need your attention.

Example page from The Ultimate Daily Planner for Students

# And Friday Afternoon Reviews

