



THE WORKING PARENT'S GUIDE

Daily Planning Meeting – COVID-19

Today's Date:

1. What would make today a success for us?

[Example: Mom & Dad both get to work out and we play a board game as a family after dinner.]

2. Who is responsible for what today?

Responsibility	Partner 1: Mom	Partner 2: Dad	Kids
Breakfast			
Lunch			
Dinner			
Dishes			
Laundry			
Homeschool Help			
Tidying up			
Bath/ kid hygiene			
Bedtime			
Mail			
Other:			

3. Who is responsible for what this week?

Responsibility	Partner 1: Mom	Partner 2: Dad	Kids
Food/ supply shopping			
Home cleaning			
Bills			
Other:			

4. What events/ calls/ meetings are important for all of us to remember today?

Time	Event/ Call/ Meeting	Who'll take the lead with the kids?

5. How will we generally split watching the kids today?

[Example: Dad watches the kids from 8-12 and Mom watches them from 1-5. We'll both stop working by 5 PM and can work after the kids go to bed, if needed. The parent who is working gets the office.]