Our family week: a simple planner

Print this sheet, or talk through the prompts together. Use only the parts that help. Keep completed copies private.

A free worksheet for parents and carers, from the baby days to the teenage years. Use it to see what is coming up, share the organising and leave some room to breathe.

How to use it

Copy the prompts into a notebook or document, or print this page. You do not need to fill every space. Start with the things your household needs to remember. Invite children to contribute in a way that suits their age and communication needs.

With a baby, use this for appointments, visitors and practical help. It is not a timetable for feeds or sleep. With older children, agree together which plans need to be on the shared calendar.

This week

Week beginning: _____

One thing we would like to make easier: _____

Our plans

Monday
What is happening, and when? _____
Who is taking care of it? _____
What needs preparing? _____

Tuesday
What is happening, and when? _____
Who is taking care of it? _____
What needs preparing? _____

Wednesday
What is happening, and when? _____
Who is taking care of it? _____
What needs preparing? _____

Continue: Our family week: a simple planner

Thursday
What is happening, and when? _____
Who is taking care of it? _____
What needs preparing? _____

Friday
What is happening, and when? _____
Who is taking care of it? _____
What needs preparing? _____

Saturday
What is happening, and when? _____
Who is taking care of it? _____
What needs preparing? _____

Sunday
What is happening, and when? _____
Who is taking care of it? _____
What needs preparing? _____

The jobs behind the plans

Something to book or check: _____
Who will do it, and by when? _____

Something we need help with: _____
Who could we ask? _____

Room for ordinary life

Something we can leave for another week: _____
Something we would enjoy together: _____

A quick look back

What helped? _____
What will we change next week? _____

A changed plan is not a failed week. Cross things out, swap responsibilities and use only the parts that help your family.