

DAY 04: THE FAMILY CALENDAR

Today we're getting all of the important school dates into one calendar the whole household can see — so your brain isn't the only one keeping track.

STRESS-FREE SCHOOL YEAR

STEP 01 • FIND THE SCHOOL CALENDAR

Before we can add anything, we need the calendar. Here's where schools usually post them:

- The school's website — look for a Calendar, Events, or Parents tab
- The school's Facebook page (posts + pinned files)
- The parent portal or school app (usually has a calendar view built in)

If all else fails, try calling the school office and asking if they have a copy they can send you.

Bonus find: Some districts publish a Google Calendar or iCal link you can subscribe to — meaning it auto-updates when the school makes changes. If you spot one, add it to your calendar and you're already done for the day!

STEP 02 • PICK YOUR CALENDAR STYLE

There are two great ways to build out your school year calendar. Both work — pick the one that fits how your family already operates:

Paper Calendar:

A traditional wall calendar or planner that the whole family can see.

Digital Calendar:

A shared Google Calendar everyone can access on their phone or device, even on the go.

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STEP 03 · ADD SCHOOL DATES TO THE CALENDAR

Time to add all of the important school events to your family's calendar. Before you get started, grab your School Calendar Cheat Sheet (in today's downloads) — it lists everything worth adding, so you don't have to hunt.

Paper Calendar:

Write in every date from the school calendar & the cheat sheet. Use a different color per kid so it's easy to scan at a glance.

Digital Calendar:

Add every event from the school calendar, following the CALM Calendar Method™ in the lesson downloads.

Check out today's downloads for my CALM Calendar Method™ — how to set up your calendars and events & share it with the family so that you're not the only one keeping track of all the details.

Today's Wins:

- ✓ School calendar found and saved
- ✓ Decide on a paper or digital calendar
- ✓ School Calendar Cheat Sheet events added to the calendar

School Calendar Cheat Sheet

After you add your school's calendar to your family's calendar, use this list to make sure you've included everything relevant for your school year.

SCHOOL FOUNDATIONS

- First Day of School
- Last Day of School
- Meet the Teacher
- Half Days
- Early Release Days

BREAKS & OFF DAYS

- Teacher Work Days
- Labor Day
- Fall Break
- Thanksgiving Break
- Winter Break
- MLK Day
- Presidents' Day
- Spring Break
- Memorial Day
- Religious Observances

HOLIDAYS & PARTIES

- Halloween Party
- Thanksgiving Party
- Winter / holiday Party
- 100th Day of School
- Valentine's Party
- End of Year Party
- Classroom birthday celebration

PERFORMANCES & CEREMONIES

- Fall Concert
- Holiday Programs
- Spring Concert
- School Plays
- Talent Show
- Awards Ceremonies
- Graduations

SCHOOL EVENTS & SPECIAL DAYS

- Picture Day
- Spirit Week
- Fundraisers
- Field Trips
- Book Fair
- Field Day

The CALM Calendar Method™

Most calendar events get created in a rush — a quick title, maybe a time, and that's it. The CALM Calendar Method™ fixes that. It's a simple framework for creating calendar events that actually carry the information — so future-you never has to go digging.

C - CLEAR TITLE & DESCRIPTION

Your event title should tell anyone who sees it exactly what it is — not just you, right now, with full context.

Example: ~~Concert~~ 6th Grade Holiday Concert

Use the description field to add anything else someone would need to know: special instructions, contact numbers, what to bring, or reminders.

A - ATTACHMENTS

This is the one most people skip — and it's a game changer.

Attach anything relevant directly to the event: permission slips, school flyers, medical forms, insurance cards, tickets, practice schedules. If it lives in the event, nobody has to ask you where it is.

L - LOCATION

Future-you should never have to search for directions in the parking lot.

Don't just add the venue name – add the full address so it opens directly in Google Maps. Then use the description to add anything the address alone won't tell you: which entrance to use, where to park, which field number.

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M - ADD MEMBERS

If someone else needs to know about this event, invite them in Google Calendar.

Add your partner, co-parent, a babysitter, older kids — anyone who needs visibility. When they accept the invitation, they get a notification and it lands on their calendar automatically. No more forwarding, no more texting, no more "did I tell you about this?" will be necessary.

Pro Tip: You can also share an entire calendar with someone — so instead of adding them event by event, they automatically see everything on that calendar as you add it. Consider this option if you have unique calendars set up for each person in your family.

HELPFUL ITEMS TO INCLUDE IN YOUR EVENTS:

- Full address: easy to find in Google Maps
- Specific instructions: enter south entrance, park in back
- Contact numbers: coach, doctor, host parent
- What to bring: insurance cards, instrument, soccer cleats, birthday gift
- Helpful attachments: school flyers, medical instructions, permission slips

CALM Calendar™ Cheat Sheet

Example: Holiday Concert

