

# 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