

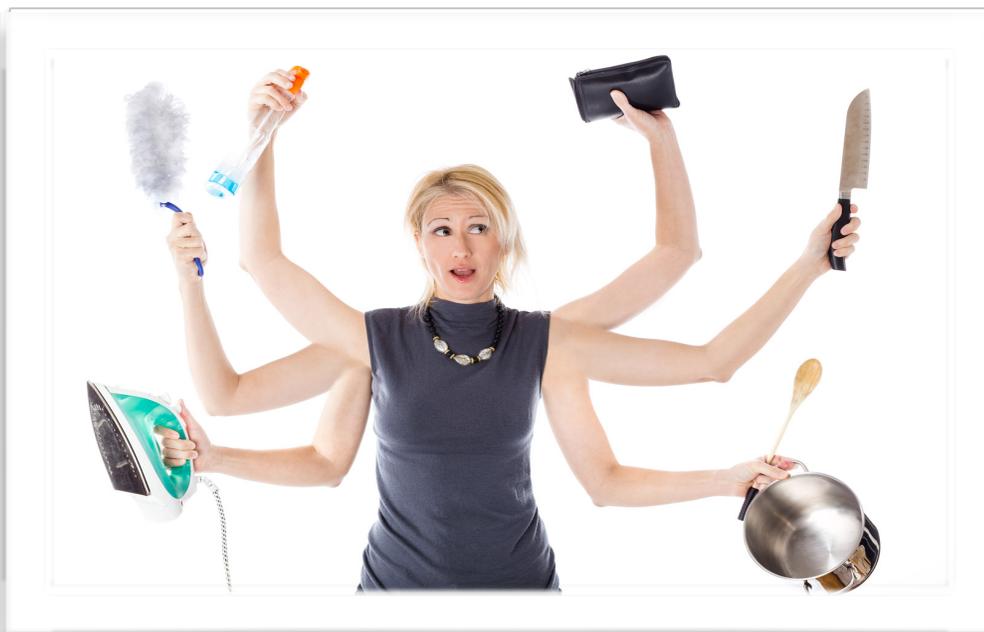


*membre
en mouvement*
... partenaires pour les 0-17 ans!

The juggling of daily tasks

It's hard to juggle work, school, and family.
The reality is that working and meeting the needs of your family is challenging!
You've surely asked yourself what you can do to simplify your life...

You will find in this tool tips and tricks to make your daily life lighter.



9H00 en salle 201 ?
PAS DE PROBLÈMES !



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Balancing work, school, and family means trying to find an equilibrium between your various tasks and responsibilities.

Balance enables you to:

- **Have a job**
- **Meet your needs and those of your family**
- **Spend quality time with your children**
- **Make time for your friends and partner**
- **Take care of yourself**

But finding balance can also present a challenge that can be stressful and scary...

This document contains various tools to help you find a balance.

The golden rules for finding balance

The 4 components

Plan

- Use a calendar to plan various tasks
- Set realistic goals
- Congratulate yourself when you reach your goals

Have fun

- Choose tasks based on what you like to do
- Do things that you enjoy less when you have more energy, usually in the morning
- Save more enjoyable tasks for the end of the day

Take little steps

- Accept that you cannot do everything at once
- Do one thing at a time

Share

- When you experience difficulties, ask someone else (a friend, parent, facilitator) if they have any tips that could help you
- Discuss tricks for balancing work and family with other parents
- Take time to cook with friends
- Exchange services

Tips and Tricks from Parents

The following list of tips and tricks was inspired by a focus group with parents

Cleaning the house	<ul style="list-style-type: none"> • Plan to do one task per day and make a schedule for the week. • Have your children help, depending on their age and ability. • Have someone (other parent, neighbour, friend, etc.) watch the children while you are doing housework. • Use the services of organizations. See the housework section of the directory. • Share tasks with your partner
Saving money	<ul style="list-style-type: none"> • Plan for your monthly expenses • Buy store brand products (ex.: no name) • Buy discounted products • Buy in bulk • Prepare meals yourself instead of buying ready-to-eat food • Use the services of a collective kitchen, thrift shop, and food bank • Exchange services
Saving time	<ul style="list-style-type: none"> • Occupy the children during tasks • Have someone look after your children while you're doing errands • Set out clothing and prepare lunches the night before
Going out	<ul style="list-style-type: none"> • Plan ahead to do several tasks in a single outing • Make sure you have snacks and games for the children with you during outings • Bring clothing appropriate for the weather • Car pool • Use public transportation • Use the services of the Carrefour du partage (community resource centre) for transportation to medical appointments
Preparing meals	<ul style="list-style-type: none"> • Plan your meals for the week. • Choose simple, good, economical meals. • Do groceries for the week based on your menu (in one sole trip). • Make a grocery list. • Use a slow cooker to make good, healthy meals in a short amount of time (website). • Cook larger quantities of food when preparing meals to have enough for the next day's lunches. • Participate in collective kitchens (alone or with friends). • Involve your children in the cooking (give them tasks they are able to do). • Freeze leftovers to use when needed.
Finding childcare	<ul style="list-style-type: none"> • Drop-in daycare (Maison de la famille and/or collective kitchen) • Ask a family member, friend, or neighbour to look after your children • Exchange services • Look into having access to a family assistant (auxiliaire familiale) through the CLSC
Doing Homework	<ul style="list-style-type: none"> • Start doing homework 15 minutes after your children get home from school • Look into the school's homework help program • Consult <i>Allo prof</i> (in French only) • Establish a routine • Have a rewards system for your children
Reducing stress	<ul style="list-style-type: none"> • Schedule your tasks and responsibilities • Do something that you enjoy • Talk/vent • Do a relaxing activity (ex.: yoga, meditation) • Exercise • Breathe deeply when you feel your stress levels rising • Use tricks to save time
Having fun	<ul style="list-style-type: none"> • Organize an activity that you enjoy • Take the time to see friends • Participate in parent-child activities (ex.: Maison de la famille)

Suggestions of household chores based on the age of your child

Children can help with household chores.

However, it's important to give them age-appropriate tasks that they are able to do.

In the following tables, you'll find examples of chores to assign based on the child's age group. If your child doesn't want to do a chore, you can ask them to pick a task rather than assigning one.

Ages 2 & 3
• Turn on the faucet and pour a glass of water
• Put their dirty diapers in the garbage
• Put the dirty spoons in the dishwasher
• Put the damp clothes in the dryer
• Put their dirty laundry in the hamper
• Pick up their toys, with a little help

Ages 4 & 5
• Take the dishes and utensils to the table
• Put their clothes in the laundry hamper
• Take the utensils out of the dishwasher and put them away
• Pick up their toys and put them away

Age 6
• Wipe the table with a damp cloth after meals
• Put their dirty dishes and glasses in the dishwasher
• Help with grocery shopping by putting some items in the cart and carrying light bags
• Help carry the grocery bags in from the car

Ages 7 to 9
• Weed the lawn
• Make a sandwich and prepare their lunchbox
• Dust the living room
• Pick up their room and make their bed
• Prepare their breakfast
• Fold and put away clean clothes
• Set out their clothes and pack their schoolbag for the next day

It takes a village to raise a child...

This African proverb means that raising a child is not limited to parents, it requires the involvement of the entire society.

Who can you count on?

Those in your immediate circle can help you in various ways: looking after your children, giving advice, listening to you when you need to talk.

Your immediate circle includes your:

- Partner
- Parents
- Friends
- Neighbours

Votre milieu de travail a aussi un rôle à jouer. D'ailleurs certaines entreprises ont des politiques de conciliation travail/famille.

Your workplace can also play a role. Some companies have work-family balance policies.

Examples of what your workplace can do:

- Option to work from home (telework)
- Adjustment of work time (flexible schedule, work-sharing)
- Banking time off for family responsibilities
- Reimbursement of childcare costs (additional hours)
- Flexible schedule (arrive late and leave a bit later)
- Have floating days off that can be used for your children's appointments

Community organizations offer many services to meet the needs of all family members. For more information about these services, consult the following directory of resources and above all, don't hesitate to visit them—they're there for you!

