and messages. Keep a list of important phone numbers nearby.

It may also help to schedule a weekly family meeting to discuss concerns and feelings about how the family is doing.

Leave work at the workplace.

This is one of those things that is easier said than done. Working parents can, however, take less work home by learning to say “no” to added job duties.

Try delegating jobs instead of doing everything alone, and take fewer or shorter breaks.

Feel good about working.

Working parents and stay-at-home parents can be good role models for children. Talk to your child about your work duties and the contribution that your job makes to society. If you can, take your child to visit your workplace. Don’t apologize for working.

When you have a question, call or visit your local office of The University of Georgia’s Cooperative Extension Service.

You’ll find a friendly, well-trained staff ready to help you with information, advice, and free publications covering agriculture and natural resources, family and consumer sciences, 4-H and youth development.

**REvised by don bowER,**

Extension Human Development Specialist,

from publications originally prepared by Mary White and Mary Anne Pace-Nichols.

The University of Georgia and Ft. Valley State University, the U.S. Department of Agriculture, and counties of the state cooperating. The Cooperative Extension Service, The University of Georgia College of Family and Consumer Sciences, and College of Agricultural and Environmental Sciences offer educational programs, assistance, and materials to all people without regard to race, color, national origin, age, sex, or disability.

An equal opportunity/affirmative action organization committed to a diverse work force.

**CHFD-E 19-24 August 2001**
Have you ever tried to name all of the jobs that come with being a working person and a family member?

Spouse, parent, employee, youth club leader, volunteer, friend, daughter or son, sibling, church member, supervisor, chauffeur, cook, referee, club member, homework assistant, and leader… The list is endless.

But your time and energy are not endless. Time is the most limited resource parents have, even more so than money. Working parents often face a dilemma—how to manage their work time and family time.

To some, managing time is overwhelming and leads to guilt over feeling like a “bad” parent. Other parents have discovered ways to manage their time at work and home so that every minute counts.

The Four Ds of time management:

Do it. Make a “to-do” list and rank the most important things first. Do big tasks when you have the most energy, and if you can, break big tasks into smaller ones.

Dovetail it. Do two things at once, such as folding laundry while watching TV.

Delegate it. Let someone else (child, partner, co-worker, etc.) do less important or easier tasks. Don’t expect everything to be done perfectly.

Delay it. If it is not important, hold off doing it.

Make a list of life priorities.

A list of life priorities helps working parents to keep their lives in perspective. Remember all those different roles that you fill? Rank these in order of their importance in your life.

Then, set goals that match your priorities. For example, if being a parent is #1 on your list, one goal may be to spend less time at the office and more time at home.

It will be up to you to set and carry out goals that will keep your life priorities in order.

Set aside time for your child.

Every minute you spend with your child can help his physical, mental, emotional, spiritual, and social growth. Children demand and deserve a lot of time.

Some parents may be able to spend only 30 minutes a day with their child. Others can spend hours. Even a small amount of pleasant time together each day can go a long way in keeping your relationship with your child strong.

Set aside time for your partner and other adults.

Getting married is easy. Being a good partner is not. Marriage involves a big commitment of time to each other. Having that time is not easy with the other demands in your life.

Scheduling time to spend with each other strengthens the whole family.

Most working parents also need some time with other adult friends. If you don’t work to keep friendships going, they can fade. A cup of coffee, a weekly game of cards, or window-shopping are only a few ways to keep your adult relationships on track.

Set aside time for yourself.

Parents need time alone to relax and reflect on their lives. The time you spend alone reading or walking will make you a much happier and more relaxed family member.

Set home schedules and rules.

Home schedules and rules help working parents to keep their lives organized and less stressful.

Create a message center with a calendar and bulletin board. Each family member can write down events as well as notes, reminders,