



LESSON 2

PARENT RESOURCE GUIDE

FAMILY BUILDING

REVIEW & FIRST STEPS

TOOLS FOR SUCCESS & PROGRESS CHECKS

SUPPLEMENTAL MATERIALS LIST



HOLISTIC
POSITIVE
PARENTING

LEARNING OBJECTIVES & FIRST STEPS FOR EACH MODULE

Organization and Sharing Responsibility

Learning Objectives:

- Implement regularly scheduled family meetings in your home.
- Improve organization in your home and family that improves cooperation and develop routines to make life easier for all family members.

First Steps:

1. Discuss the concept of Family Meetings at dinner or another appropriate time and set date of first meeting.
2. Use the Agenda to organize the meeting. Introduce the Pledges and Affirmations.
3. Discuss the need for sharing responsibilities and discuss chores and routines.
4. Discuss and establish house rules for the whole family.
5. Be sure to leave plenty of time for a fun family activity.

Problem Solving and Goal Setting

Learning Objectives:

Use and teach your children problem-solving and goal-setting skills to improve family life and achieve personal goals.

First Steps:

1. Review all the materials and forms for problem solving. (See Tools for Success)
2. Introduce and teach the process at a Family Meeting.
3. Use the Problem Solving process during family meetings to improve cooperation and resolve issues.
4. Look for “teaching moments” and use Problem Solving along with Executive Functions teaching to improve behavior.
5. Use the Personal Responsibility Chart and Reward for issues that are more difficult to resolve.



LEARNING OBJECTIVES & FIRST STEPS FOR EACH MODULE

Motivation and Encouragement

Learning Objectives:

- Help your children to become self-motivated and success oriented.
- Help your children develop a workable routine and improve study habits.

First Steps:

1. Help your children to become self-motivated and success oriented.
2. Read and discuss a chapter of [7 Habits of Highly Successful Families](#) at family meetings and develop family goals.
3. Read and discuss the 7 Habits book (either the [child](#) or [teen](#) version) during 1:1 time and help your child develop individual goals
4. Download and review all the materials related to homework and school success and discuss at family meetings.
5. Help each child to use suggested materials to make study time easier and more productive. (See Tools for Success and Supplemental Materials).



HOW TO USE THE TOOLS FOR SUCCESS MATERIALS

Guidelines for Running Family Meetings

Family meetings should include all members of the family, including parents, children, and anyone else living in the home, such as grandparents or others. Make the first meeting a short one to agree on a regular time for the weekly meeting.

One family member should serve as the moderator, and another should serve as a secretary to take notes and keep the agenda.

Some families find it beneficial to make a family meeting binder that holds the minutes but also the family calendar, goal sheets, and activity plans.

Keep the meetings upbeat and fun. Be sure only one person talks at a time.

Here are some suggestions for a family meeting agenda. Most likely only a few will be discussed at a given meeting:

- Share compliments reflecting the past week.
- Share any apologies related to the past week.
- Review the “I Can Pledge” and the elements of HOMES.
- Come up with family or personal affirmations for the week.
- Review the agenda.
- Review the minutes from the last meeting.
Identify goals or tasks that need continued work and/or discussion.
- Discuss progress towards fitness goals.
- Discuss upcoming family activities such as outings, movie night, game night, etc.
- Discuss the meal plans as needed.
- Review responsibilities including the chore chart, etc.
- Discuss financial issues such as allowances and the family budget as needed.
- Discuss any problem that requires the attention of the entire family.
- End with a fun activity.

Use the Family **Meeting Agenda Form** to record minutes from each meeting.

Use the **Our Family Week at a Glance form** to keep track of everybody's activities and family responsibilities and meal plans for the week.

Use one of the **Weekday Routine forms** for each child so they can see the routines for each period of the day and use it as a reminder. You can post on the family bulletin board and/or in the child's room.

HOW TO USE THE TOOLS FOR SUCCESS MATERIALS

HOME

This is a suggestion for coming up with a family pact on how you want to support and enjoy each other. It could be discussed and reviewed at your regular family meetings. You can certainly use this as a model and come up with your own. The affirmations might be written on a card for review by family members when they want to improve the way they relate to others or how they want to develop their own success in life.

I Can Pledge

This is a suggestion for a pledge that all family members can make individually and to the whole family. It helps with motivation.

Chore Chart & Personal Responsibility Tools

If you decide you want to provide rewards in addition to praise OR if a child has difficulty completing chores regularly and perhaps has a problem-solving contract.

The Personal Responsibility Chart can be used to encourage your "get with the program". It is known as a token economy system and is recommended for use with children who may be lagging in one or more executive function skills. See the Reward Ideas for Kids and Teens Chart for age-appropriate rewards to provide based on the points. The 100 Ways to Praise Kids provide ideas on how to vary what you say when providing verbal praise to your child or teen.

This is an easy way to keep track of chores. Points could be converted to a monetary figure for allowance or could be used to earn rewards and privileges.

1. Meet with your child and come up with a list of chores & responsibilities.
2. Come up with a list of rewards or privileges such as renting electronics, toys for a period of time, the privilege of selecting a place to eat, watching a TV show or movie, staying up late on the weekend, etc.
3. Determine points for completing tasks based on time or effort. Determine points for rewards based on frequency, expense, or fairness to other family members. Try to see that most of the points are attained for a day that there would be enough points for usual daily activities. Leftover points could be carried forward for more costly rewards.
4. Update the point chart at least daily. Be sure to offer praise and thanks.
5. When you feel primary goals have been attained, you could hold a graduation ceremony and just use a reminder check list and a weekly allowance and/or reasonable access to privileges.

HOW TO USE THE TOOLS FOR SUCCESS MATERIALS

Family Problem Solving Contract

This is a tool to help resolve problems between family members. It will usually apply for parent/child issues, but it could be used for parent/parent issues as well.

1. When you become aware of a repeated issue (such as not putting things away, sibling rivalry, not coming home on time, not sharing, etc.), you should wait for a time when everyone involved is calm and free to talk.
2. Open the session using “I messages” and stating your concerns (describing the behavior and why it is a problem for you).
3. Ask the person to share their point of view and invite them to share in a brainstorming session to find a solution that would be okay with all.
4. Brainstorm by writing down all ideas shared (do not judge them).
5. Look at the pros and cons for each suggested solution.
6. Decide to try one and write out the contract.
7. Agree on a time to review progress and revise the plan if necessary or celebrate a solved problem.

Smart Goals

SMART goals materials can be used to develop both family and personal goals.

Use the Family Problem Solving form to help your family or an individual child to develop a goal to solve a problem. Use the Brainstorm form for an individual child to develop a goal related to personal development. The SMART Goal overview handout provides tips for implementing each of the five steps. The SMART Goal details form helps to formulate all of the elements of a goal.

Homework Planners

Homework Planner: This is a simple tool to help students keep track of assignments and be able to plan study time to be able to complete all assignments on time.

Long-Term Homework Project Planner

Many kids have difficulty handling larger, long-term assignments. They often will put them off because they're unable to develop a strategy to complete the assignment. Parents should help older children and teens learn how to break a large project into smaller, sequential steps leading to the completion of the project. For instance, if the child needs to read a 200-page book in two weeks, they could decide to read 20 pages per weekday. Doing that makes it seem more doable.

Larger written projects could be broken down to (1) select a topic, (2) look for information (if there is sufficient information, move forward, otherwise revise the topic), (3) gather information, (4) decide on the theme sentence and outline of supporting components, (5) write each of the supporting parts, (6) write a conclusion, (7) write any other required elements such a title page, bibliography, etc. Once the steps have been developed, set a timeline for each that will enable them to complete several days before the due date.

Individual steps could then be added to a Weekly Homework Planner.

Click on this link to [DOWNLOAD TOOLS FOR SUCCESS](#) for this lesson



PROGRESS CHECK LIST



Steps & Notes	Date Started	Date Completed
Discuss the concept of Family Meetings at dinner or another appropriate time & set date of first meeting.		
Use the Agenda to organize the meeting. Introduce the Pledges & Affirmations.		
Discuss the need for sharing responsibilities & discuss chores & routines.		
Discuss and establish house rules for the whole family.		
Review all the materials & forms for Problem Solving. [See Tools for Success]		
Introduce and teach the process at a Family Meeting		
Use the system during family meetings to improve cooperation & resolve issues. Look for "teaching moments" & use Problem Solving along with Executive Functions teaching to improve behavior. Use the Personal Responsibility Chart and Reward for issues that are more difficult to resolve. NOTES:		
Individually or at a family dinner or family meeting discuss interests that might lead to a personal goal.		
Read & discuss a chapter of 7 Habits of Highly Successful Families at family meetings & develop family goals. Read and discuss the 7 Habits book (Kids or Teens) during 1:1 time & help your child develop individual goals. NOTES:		
Download & review all the materials related to homework & school success & discuss at family meetings. [See Tools for Success & Supplemental Materials]		
Help each child to use suggested materials to make study time easier and more productive. NOTES:		

SUPPLEMENTAL MATERIALS

Free Downloadable Documents (PDF)

[Building Resilience in Young Children: Booklet for parents of children from birth to six years.](#)

This resource helps you boost your child's ability to bounce back from life's challenges and thrive. The ideas and resources are based on research and have been tested by parents. The stories were provided parents of young children. These parents hope that their experiences will help you and for family get through life's ups and downs. (Published by the Best Start Program in Toronto, Canada)

[Family Guide to Organization and Time Management](#)

(FREE eBook) Provides tons of practical suggestions for moms (and dad's too) on how tackle all kinds of problems that occur in the home.

[Homework A Family Affair](#)

This 25-page pamphlet was published by the United States Department of Education in 2005 and provides very useful guidance for parents on to help their children and teens handle homework assignments.

[Prepared to Learn](#)

This resource was published by a high school and provides excellent tips for improving study habits and methods that produce improved learning and retention.

[Study Skills Guide](#)

While written for community college students, this 50-page book provides excellent methods for studying many different subjects. While, published by a community college, this resource is valuable tool for college bound high school students as well.

Internet Articles

[10 Tips for Holding a Family Meeting](#)

(Psychology Today) Provides tips and guidelines for conducting family meetings.

[How to Organize Your Family](#)

(Wiki How) More tips for organizing your home.

[How to Organize Your Family Chaos with the Help of Technology](#)

(Life Hacker) If you like using digital apps to help you with life's tasks, this article provides recommendations for apps that would help you implement the suggestions provided in this lesson.

[KidPointz](#) provides an excellent selection of FREE charts and other materials for use in providing structure for kids of all ages.

SUPPLEMENTAL MATERIALS

Videos

[Setting SMART Goals for Kids](#)

This is a clever animated video that is great to help younger children understand why SMART goals are helpful and how to develop them. This goes will with the SMART Goal materials provided in the Tools for Success for this lesson.

[How to write a SMART goal](#)

This is a great video from Kahn Academy to help teens understand why SMART goals are helpful and how to develop them. This goes will with the SMART Goal materials provided in the Tools for Success for this lesson.

[How a student changed her study habits by setting goals and managing time](#)

This is a Ted Talk presented by a high school student who shares a system she uses to help her keep up with her school assignments.

[The Truth About Your Brain](#)

This animated video from the Kahn Academy provides teens with information on neuroplasticity and brain functioning related to helping them understand what is going on in in their brain during learning.

[You Can Learn Anything](#)

Khan Academy is on a mission to unlock the world's potential. Most people think their intelligence is fixed. The science says it's not. Very positive message for teens.

[Guided Meditations for Students](#)

(Kahn Academy) This video provides easy mindfulness exercises for kids and teens that boost attention, concentration, and self-confidence.

These videos provide a variety of instrumental music found to be helpful for improving study time and making seem to go faster:

[THE BEST Study Music Do Homework Fast and Easy | Boost Focus Enhance Learning and Concentration \(Mindful Kids\)](#)

[Study Music A collection of music for studying \(YouTube\)](#)

[KIDS HOMEWORK MUSIC | Fun, relaxing and motivating music for kids | Homework and study time \(YouTube\)](#)

SUPPLEMENTAL MATERIALS

Books and Apps

Declutter Home: Home Organizing Methods & Exercises for Family

This highly recommended book is available for Kindle at Amazon.

Parent's Homework Dictionary The Parent's homework Dictionary is designed to empower parents with knowledge to help their children succeed in school. This book is self-contained for grades Kindergarten into high school. Each chapter delivers an easy-to-follow explanation with easy-to-understand examples in all the major subject areas (Math, Language Arts, Science, Social Studies).

The 7 Seven Habits of Highly Effective Families presents a practical and philosophical guide to solving the problems--large and small, mundane and extraordinary that confront all families and strong communities. By offering revealing anecdotes about ordinary people as well as helpful suggestions about changing everyday behavior, The 7 Habits of Highly Effective Families shows how and why to have family meetings, the importance of keeping promises, how to balance individual and family needs, and how to move from dependence to interdependence.

The 7 Seven Habits of Happy Kids uses beautifully illustrated stories to bring his family's successful philosophy to the youngest child. For the Seven Oaks friends, there is always something to do. Whether they're singing along with Pokey Porcupine's harmonica or playing soccer with Jumper Rabbit, everyone is having fun and learning all sorts of things. These seven stories show how practicing the 7 Habits makes this possible for the whole Seven Oaks Community.

The 7 Seven Habits of Highly Effective Teens Imagine you had a roadmap--a step-by-step guide to help you get from where you are now, to where you want to be in the future. Your goals, your dreams, your plans...they're all within reach. You just need the tools to help you get there. This book provides a simple approach to help teens improve self-image, build friendships, resist peer pressure, achieve their goals, and appreciate their parents, as well as tackle the new challenges of our time, like cyberbullying and social media. In addition, this book is stuffed with cartoons, clever ideas, great quotes, and incredible stories about real teens from all over the world.

Quizlet This app offers flashcards for building vocabulary and language skills. It enables the students to create a set of flashcards according to their study requirement which can be used while working on a project or preparation of a test. (Android / iOS)

My Homework Student Planner For students and their working mothers who want to plan out the daily homework schedule, this planner is extremely helpful. It comes with a simple user interface and fulfills the basic functionalities of homework management.
(Android / iOS)

Khan Academy This is one of the best homework apps to get access to the lessons that a student might be finding difficult to understand. It offers professional video tutorials in many subjects for students from elementary school through college.
(Android / iOS)