



# TOOLS FOR SUCCESS

## LESSON 2



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## Tools for Success - Lesson 2

- A. Meeting Agenda Form
- B. Our Family Week at a Glance
- C. Weekday Routines
- D. Pledges (HOME, I Can Family Pledge, I Can Affirmations)
- E. The Ultimate Age-Appropriate Chore List
- F. Words of Praise and Encouragement
- G. Reward Ideas for Kids and Teens
- H. Personal Responsibility Chart
- I. Family Problem Solving Contract
- J. Brainstorm
- K. S.M.A.R.T. GOALS (Directions)
- L. S.M.A.R.T. GOALS (Form)
- M. Homework Planner
- N. Long Term Homework Planner

[You have permission to print out copies of the attached documents for use within your immediate family. You do not have permission to print or send through any means of electronic transmission to anyone outside your family.]

# Family Meeting Agenda

Date: \_\_\_\_\_ Fun Activity: \_\_\_\_\_

Leader: \_\_\_\_\_ Note Taker: \_\_\_\_\_

Timekeeper: \_\_\_\_\_

## Agenda:

- Review the agenda.
- Share compliments reflecting the past week.
- Review the minutes from the last meeting. Identify goals or tasks that need continued work and/or discussion.
- Share complements and any apologies related to the past week.
- Review the "I Can Pledge" and the elements of HOMES.
- Come up with Family Moto and personal affirmations for the week.
- 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.

**Meeting Minutes** (Include new problems discussed and progress on family goals)

## Family Moto:

**Action Items** (goals to address, arrangements for family activities, revisions to meal plan, chore chart, routines)

- 1.
- 2.
- 3.



# Our Family Week at a Glance

For the week of: \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>Sunday</b>

Kids Activities					To Do List
Dinner Plans					
Special Time					
Notes					



Weekday Routines for: \_\_\_\_\_

## Morning

Activity	Time It Should Be Completed
1	
2	
3	
4	
5	

## After School

Activity	Time It Should Be Completed
1	
2	
3	
4	
5	

## Bedtime

Activity	Time It Should Be Completed
1	
2	
3	
4	
5	

# HOME

**Helper Attitude.** Always look for ways to help. When Asked to help out, be cheerful. Get your responsibilities done on time.

**Own Your Own Stuff.** Admit your mistakes. Use “I Messages,” not “You Messages.”

**Mind Your Own Business.** Respect everyone. Give people quiet time when they Don’t be a tattletale.

**Enjoy Your Family.** Have fun. Give compliments.

## *I Can Family Pledge*

I pledge to myself and my family that I will:

Have an “I Can” attitude  
Be helpful to others  
Say positive things to others  
Do my best at everything I try  
Stop and think before I do things  
Honestly share my thoughts and feelings  
Stay positive when things don’t go my way  
Say this pledge to myself every day!

## *I Can Affirmations*

I CAN <i>ask questions when I need help.</i>	ICAN <i>be positive at all times.</i>
I CAN <i>be helpful to others.</i>	I CAN <i>say NO to things that are wrong.</i>
I CAN <i>be a good listener.</i>	I CAN <i>be a good follower.</i>
I CAN <i>set a good example for others.</i>	I CAN <i>try my best always.</i>
I CAN <i>learn something new each day.</i>	I CAN <i>have fun &amp; feel good about life.</i>

# The Ultimate Age-Appropriate Chore List



There are many benefits to having children help around the home. Giving children chores can make them feel wanted, teach important life skills, and help ease the workload for parents. Recent studies have found that giving children chores from an early age will help teach them work ethic, responsibility, self-reliance, and other vital life skills.

Children are capable of handling much more than some people think. Even toddlers can help with the smallest, simplest of chores, and by the time children are teenagers, they are capable of handling most of what their parents can. The key is to start children off with small household tasks at a young age, and slowly teach them more complicated chores as they get older. The following is an ultimate listing of chores for children from age two to eighteen.

## Toddlers (Ages 2-3)

Even toddlers can complete simple tasks around the home. Starting children early can help ease any arguing about doing the chores as they become older and begin to test boundaries. Toddlers are also at an age where they find the idea of helping their parents, caretakers, or older siblings one of the most exciting things they could do. This is thanks to toddlers being "copy-cats." The primary way they learn about their world is through watching others do something, and then copying their actions.

It is important to note that toddlers will need supervision and guidance with their chores but can usually complete some tasks unsupervised by their preschool years. A few examples of chores that toddlers can do are:

- Put their toys away
- Fill up a cat or dog's food bowl
- Place clothes in the hamper
- Dust or wipe baseboards with socks on their hands
- Pile up books and magazines on shelves or tables
- Help make the beds
- Mop small areas with a dry mop

## Preschoolers (Ages 4-5)

Preschoolers still feel the same desire to help their parents, because they are still learning through copying their elders. At this age, there are even some chores children can do without supervision. Typically, these will be the ones they began doing when toddlers, although there might be one or two new tasks, they are naturally talented at.

The reason for this increase in ability is that preschoolers have started to master the skills necessary to complete tasks unsupervised. Their hand-eye coordination will have increased, as will have their ability to follow more complex instructions. Whereas toddlers need to be told each individual step associated with a task, preschoolers may be able to remember and follow instructions up to two or three steps at a time.

In addition to the chores listed for toddlers, preschoolers can typically help with the following chores:

- Make their bed without supervision
- Clear the table
- Pull weeds
- Use a hand-held vacuum for crumbs or room edges
- Water flowers
- Put away clean utensils
- Wash plastic dishes with supervision
- Assist an older sibling with setting the table
- Help bring in light groceries
- Sort laundry into whites and colors before wash
- Match socks together
- Dust with a cloth
- Care for an animal's food and water dishes

### **Primary Schoolers (Ages 6-9)**

Once a child reaches primary school age, they can take on a lot more responsibility without supervision. They can start learning more physically difficult or complex tasks, as they are continuing to learn the necessary skills to do so.

Parents should understand that this age group will sometimes start "rebellious" against the idea of chores, as they learn more independence. With patience, however, they will understand they are still expected to help around the home. Some children may never rebel against their chores. Whether they do or not will largely depend on their own unique personalities.

In addition to the chores listed for both toddlers and preschoolers above, primary schoolers between the ages of 6 and 9 can usually do the following chores:

- Sweep the floors
- Help make bagged or boxed lunches
- Rake the yard
- Clean their own bedrooms, with minimal supervision
- Put away the groceries
- Load the dishwasher
- Empty the dishwasher or drain
- Vacuum
- Help a parent prepare supper
- Make their own snacks/breakfast
- Scrub the table after meals
- Put away their own laundry
- Take the family dog for a walk (in the yard or with supervision)
- Wet mop
- Empty indoor trash bins into the kitchen trash



## Middle Schoolers (Ages 10-13)

Preteens or middle schoolers can do many tasks on their own and can be held responsible for them without constant reminders. At this age, many families decide to create a chore chart or task list for their children. Then, parents can hold the child responsible and check just once a day to see that things were checked off the list or chart. This helps children learn not only self-reliance, but how to be responsible for themselves when nobody is looking.

In addition to all the tasks listed in the sections above for younger ages, children between the ages of 10 and 13 should be able to do the following chores:

- Wash the dishes or load the dishwasher without assistance
- Wash the family car
- Prepare easy meals without assistance
- Use the clothes washer and dryer
- Take the trash to the bins
- Take the trash bins to the curb
- Babysit younger siblings with parents at home

## High Schoolers (Ages 14+)

By the time your child reaches high school, they can do nearly any household task you can. This is the perfect age to start making sure your child is fully prepared for the eventuality of living on their own, since those years are coming up soon. This is not to say all children fly the nest upon reaching eighteen. In fact, more children are deciding to live at home while attending college or saving for a house of their own than in recent years, thanks to rising costs of living and excessive student loan debts. If staying at home longer, however, children can continue helping around the house past the age of eighteen.

In addition to the tasks listed in previous sections, children over the age of fourteen can do the following chores:

- Clean out fridge
- Help deep clean kitchen (appliances and cabinets)
- Clean the toilet, sink, and shower in the bathroom
- Babysit younger siblings independently (for short periods)
- Mow the lawn
- Care for pets independently (including walks)
- Make more complex meals
- Accomplish small shopping trips alone (after receiving license)
- Iron clothes
- Resew buttons on clothing
- Help parents with simple home or auto repairs

## Conclusion

Children are capable of doing much more than parents might think. Even the youngest family members can help with household tasks as early as two, and by the time your child reaches their teenage years, they can do nearly any chore you can. There are many benefits to giving children chores, and it also makes life easier on the parents.



## Words of Praise And Encouragement

I love you	You're great	Great job	Terrific
Thanks so much	Super work	Outstanding	I'm so proud of you
Fabulous	Perfect	You're getting there	Wonderful
You make me happy	You're special	Lean on me	Thanks for helping
You can do it	Excellent	You're super	Great smile
That's a great idea	You're the best	Way to go	Good for you
You're delightful	You did it	Right on	Great
Thanks for sharing	Looks good	Marvelous	I trust you
You're getting better	Fantastic	You deserve a star	You've improved
Very good	I'm impressed	Exceptional	You're an Angel
You're fun	Thanks for caring	You're a big help	You're very responsible
You're a real pal	You're a super listener	You're a joy	You're tops
You're considerate	Nice work	You're a gem	Dynamite
Hurray for you	I listen to you	You're on your way	You've made progress
You're neat	You're a champ	Beautiful	Great imagination
You'll get it	Keep up the good work	You're very brave	You're special
Good sport	Sounds great	You've got what it takes	Your number one
How clever	How thoughtful	How original	You're on the mark
You're a real friend	You are the greatest	I've got faith in you	Keep trying
Much better	Well done	I support you	Thanks for being honest
You're great	How artistic	What careful work	Exceptional
Very nice of you	I like you	That's neat	Great try
You've got it now	Wonderful imagination	You're right	You're sweet
Great answer	You've got heart	Delightful idea	You deserve a kiss
You brighten my day	Super job	You're so smart	What a great kid

# Reward Ideas for Kids and Teens

Rewards can be used as positive reinforcement for modifying negative behaviors. Rewards that are selected by the child are usually the most powerful. Also, a variety of reward possibilities helps to keep a child motivated over a long period of time. Rewards can be privileges, things or activities with parents. Be sure rewards don't become a substitute for words of praise and encouragement; rewards are most meaningful when given along with positive words and a touch from parents. Check out these suggestions your child will love!

## *Home Reward Possibilities for Preschoolers*

- ❖ Going to the park
- ❖ Listening to a bedtime story
- ❖ Playing with friends
- ❖ Playing on a swing set
- ❖ Spending the night with friends or grandparents
- ❖ Playing games
- ❖ Going out for ice cream
- ❖ Finger painting
- ❖ Computer time
- ❖ Staying up an hour later

## *Home Reward Possibilities for Elementary School Children*

- ❖ Taking time off from chores
- ❖ Going to a ball game
- ❖ Camping in the backyard
- ❖ Ordering pizza
- ❖ Choosing a special breakfast
- ❖ Eating out
- ❖ Planning a day's activities
- ❖ Sleeping in a different place in the house
- ❖ Taking a trip to the park
- ❖ Selecting something special for dinner

## *Home Reward Possibilities for Teenagers*

- ❖ Having dating privileges
- ❖ Having friends over
- ❖ Taking dancing or music lessons
- ❖ Making a trip alone
- ❖ Taking the car to school for a day
- ❖ Having car privileges
- ❖ Getting to stay out late
- ❖ Getting to sleep in late on the weekend
- ❖ Going to a concert with friends
- ❖ Having their own cell phone



**Personal Responsibility Chart for: \_\_\_\_\_ Week of: \_\_\_\_\_**

Chores/Responsibility	Points	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
<b>Total Earned</b>								
<b>Carry Over from Day Before</b>								
<b>Rewards</b>	<b>Points</b>							
<b>Total Points</b>								
<b>Points Left</b>								
<b>Carry Over to Next Day</b>								



# Family Problem Solving Contract

Date: \_\_\_\_\_ Name: \_\_\_\_\_

The Problem: \_\_\_\_\_

How often it happens: \_\_\_\_\_ When it happens: \_\_\_\_\_

Where it happens: \_\_\_\_\_

What happens: \_\_\_\_\_

\_\_\_\_\_

Solution:

Instead, I will: \_\_\_\_\_

\_\_\_\_\_

Instead, parent(s) will: \_\_\_\_\_

\_\_\_\_\_

When I use the solution, I will: \_\_\_\_\_

\_\_\_\_\_

When I have used the solution for: \_\_\_\_\_

I Will receive: \_\_\_\_\_

Agreed to by:

\_\_\_\_\_



# Brainstorm

## Idea for a Goal



**What would need to do to reach this goal?**






**What help will you need?**

**How long do you think it will take?**

**Why do want to do this?**

**NAME:**

# S.M.A.R.T. GOALS

<b>S</b> PECIFIC 	Specific means that your goal is detailed and exact. It can answer the questions who, what, where, when, why, and which.
<b>M</b> EASURABLE 	Measurable means you can track your progress and know exactly when your goal is met. It usually involves numbers.
<b>A</b> TTAINABLE 	Attainable means that your goal is a reasonable one. It is not completely out of reach, or too easy for you.
<b>R</b> ELEVANT 	Relevant means that your goal is worthwhile. It is something that is important to you right now.
<b>T</b> IMELY 	Timely means that your goal will be accomplished in a set time frame, such as two weeks, three months, or one year



# S.M.A.R.T. GOALS

<b>S</b>	<b>Specific</b>	Describe your goal: <hr/> <hr/> <hr/>	
<b>M</b>	<b>Measurable</b>	How can you track your progress? <hr/> <hr/> <hr/>	
<b>A</b>	<b>Attainable</b>	Who is going to help you with your goal? <hr/> <hr/> <hr/>	Who will be your accountability partner? <hr/> When will they check in with you? <hr/>
<b>R</b>	<b>Relevant</b>	Relevant means that your goal is worthwhile. It is something that is important to you right now. <hr/> <hr/> <hr/>	
<b>T</b>	<b>Timely</b>	Timely means that your goal will be accomplished in a set time frame, such as two weeks, three months, or one year? <hr/> <hr/> <hr/>	

Homework Planner For: \_\_\_\_\_ Week of: \_\_\_\_\_

Subject	Monday	Tuesday	Wednesday	Thursday	Weekend

**Long Term Homework Planner For:** \_\_\_\_\_

<b>Class/Project:</b>		<b>Completed By</b>
<b>Due Date:</b>		
<b>Step 1</b>		
<b>Step 2</b>		
<b>Step 3</b>		
<b>Step 4</b>		
<b>Step 5</b>		
<b>Class/Project:</b>		<b>Completed By</b>
<b>Due Date:</b>		
<b>Step 1</b>		
<b>Step 2</b>		
<b>Step 3</b>		
<b>Step 4</b>		
<b>Step 5</b>		
<b>Class/Project:</b>		<b>Completed By</b>
<b>Due Date:</b>		
<b>Step 1</b>		
<b>Step 2</b>		
<b>Step 3</b>		
<b>Step 4</b>		
<b>Step 5</b>		