



# **Your Guide to Helping Your Child Manage Their Time and Stress**

# Introduction



## Your child is probably distracted.

iPhones. TikTok. SnapChat. Instagram. Social pressure. AP classes. SAT. Parental expectations.

**These days, students are more distracted, stressed and worried than ever before.** The pressures of academics coupled with distraction-inducing apps and social media have made time management more difficult than any other time in history. Classes are moving so fast that a few days of falling behind can compound into weeks of backlog, resulting in stress, anxiety, and even minor depression as the work continues to pile on.

Many parents want to help, but they aren't sure how. That's why we're here. **Rather than waiting until your child is in their junior year of high school, drowning in AP classes, not sleeping at all, and suffering from anxiety attacks and depressive episodes, you can help them get on the right track at the right time.**

***Learning these habits at the right age can be life-changing.***

Over the past few years, we have worked with hundreds of families and students and spent a lot of time, money, and energy researching strategies to effectively help your child manage their time, energy, and stress.

Learning the art and science of time management is transformative. **Students and families that manage their time are on average happier, more emotionally connected, and more relaxed compared to students who approach school and life on a day-to-day or week-to-week basis.**

We are excited to share our findings with you in this guide - you won't find material like this anywhere else. We will be taking you deep inside the methods that have helped many families improve their lives and bring their students back on track.

**Let's get started.**

**1**

# **Time Management**

The foundation of success



*“You should not neglect your time or use it haphazardly; **on the contrary you should bring yourself to account, structure your work and other practices during each day and night, and assign to each period a fixed and specific function...***

*Each of your breaths is a priceless jewel, since each of them is irreplaceable and, once gone, can never be retrieved.*

**- Abu Hamid al Ghazali**

*(11th Century Islamic Scholar, Theologian and Time Management Master)*

# It starts with you.

Time management is important for everyone - it's a habit that reaches beyond age, school, and how much money you make.

**One of the most common problems we notice are parents who don't set a good example managing their time but expect their children to be on top of things.** The student will be taking AP classes, playing sports, juggling SAT, and speech and debate while still trying to sleep, eat, pray, and live. Parents will see their child wasting time on TikTok or ESPN instead of doing their homework and will begin to comment or lecture their child for wasting their time.

The same parents will then spend weekends or weeknights sitting in front of the TV, scrolling through Facebook after dinner, sleeping late, and not setting the best example.

This results in cognitive dissonance from the child. No human being is perfect. It's totally normal to need time to relax and unwind. But remember, we're trying to accomplish something monumental here - changing the habits of a young person. This won't be easy and it will take a lot of effort, but just a few years of structure and training and then they will be off to college, so don't stress! The payoff will be immense.

## ***Cognitive dissonance is a natural result when a child does not see a parent practice what they preach.***

First, parents have to make sure they are setting the right example. There are five areas that disproportionately impact a student's success in their middle school and high school years. In order to cultivate the right mindset and habits in your children (and make sure they are at peak performance by the time they complete high school), you have to actively commit to working on these five areas throughout your life and show your children that everyone is making an effort. We'll go over them on the next page.

## Where you should lead by example

**Sleep habits:** Make them excellent. Children will follow your lead. Sleep early, wake up early and instill the #1 habit for success in them at an early age (and early hour).



**Time spent on media:** Limit usage. Maximize your leisure screen time to 1 hour a day on weekdays and 2-3 hours per weekend day when at home. That includes TV and phone if possible. This won't be easy but will pay huge rewards later in life.



**Time spent with family:** Increase it. Kids need to see this as a priority from day one - it brings emotional balance in their life. Engage with each of your kids directly and intentionally.



**Passion for learning:** Don't expect your child to read for fun or learn if you don't model the same behavior. Read together, learn together, reflect together.



**Time spent working:** We work to live, not live to work. Don't prioritize work over family, or be ready for your child to not want to build a relationship with you. If possible, slowly reduce the amount of hours worked in the evenings and use that time to hang out with your family.



# Start today.

**1** **Think of managing your time just like you think about any other example you want to set for your child -** Actively commit to managing your own time and show them you are committed to your goals.

**2** **Set household limitations on screen time** - show your child that you can relax by doing something different than watching TV or scrolling through your phone, like reading a book, meditating, or playing games.

**3** **Figure out your sleep schedule** - all activity should begin to shut down around the same time, signaling that it's the end of the day.

**4** **Start waking up early on weekends** and schedule family activities together. This will make your days feel longer and more productive, too!

***It's easy to read the above, but a lot harder to implement. Research shows it takes 40 days to build a habit. Try to commit as a family to working on this. The results may take time to see, but if you can instill the importance of this early in your child's life, by first having your own approach down, everything will be smooth later on.***

# Start early.

Most of us begin to emphasize the importance of time management when students are already in their mid-to-late teens, and by then it's usually too late. Science shows that habit formation is at its peak from ages 5-15. What a child sees, understands and practices heavily informs their behavior in middle school and high school.

## **Think about habit development like planting a seed.**

Your goal is to cultivate a healthy tree that eventually yields delicious fruit.

**The Roots:** a strong intellectual understanding of the importance of time, especially at a young age.

**The Water:** your reminders and discussions. Chatting with your child about the value of time and how they are spending their day will help them grow and flourish. [Caution: this doesn't mean to start yelling at them and asking them why they are playing video games all day - balance and healthy communication are key.

**The Sunlight:** Your excellent example serves as sunlight, inspiring and motivating your child to cultivate healthy habits, too. No one is perfect, but if you demonstrate that you are striving to manage your life and time in a better way, the positivity will reflect onto them.

**If you are committed, you will begin to see the fruits of your labor by the time your student reaches high school.**

**Now that you have the mindset down, we will explore practical steps you can start to take to make this happen.**



# The Step by Step Approach

1

**First, teach your kids time management** like you teach them reading, walking, or playing a sport. Teach them to write down all of their priorities and goals for the week, and then set aside time each day to accomplish those goals

2

**Second, instill the value of time in their heads.** Just like they see you valuing money, constantly explain that time is more valuable than money and that every second you lose, you won't get back. The right intellectual understanding will ignite the fire and your example as a parent will sustain it until the habit is ingrained.

3

**Third, review their day with them often.** Ask them what they did well and what they think they could do better and give them practical advice to help them improve.

4

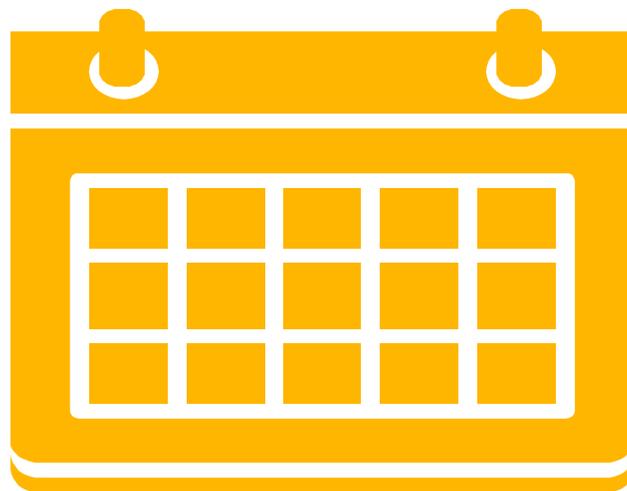
**Fourth, educate yourself about time management and habitual change.** The more knowledge you have, the easier it will be to help your student as they progress in their journey.

# Family Calendaring

If you're not already a calendar person, start to orient your life around a calendar. Smartphones and tablets make calendars easily accessible. This is fundamental to get your child on the right track. We recommend using 2-3 calendars:

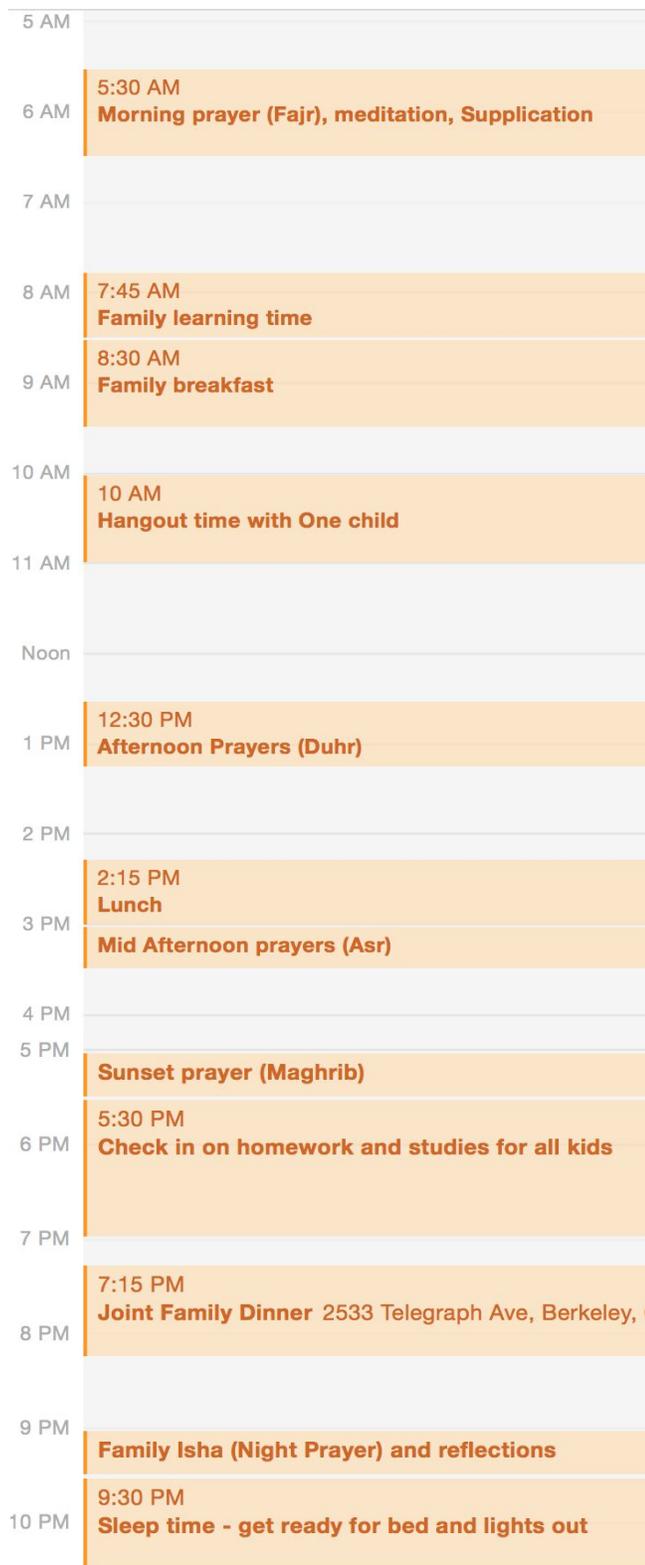
1. **Your personal calendar.** Actively block off time for each part of your day and the task you need to do - including work, household errands, and other commitments.
2. **A shared family calendar.** where you add in family activities, ranging from "dropping off kids" to "dinner time" to "Birthday at Ahmed's house".
3. **Your child's calendar.** This is where you work with them to start blocking off time for specific activities that they have to do - homework, studying, reading, hanging out with friends, etc.

**Let's walk through an example on the next page.**



# Getting started on your calendar

This example will help you kickstart the time management process. Notice how there are slots that remain open. It is important to have flexibility when you first start structuring your time.



Set the right example for your child: start your day off with praying, meditation or something to ground yourself.

The best families actively make time for learning, discussion and reflection

Both parents should carve out 1:1 time for each child. Take them to ice cream, go for a walk or just hang out.

*This is an introductory calendar for an average Sunday. The goal is to start structuring your time (including on weekends) and leading by example. Don't put everything on here to start with, but try to structure the important things (family time, 1:1 time with your child, spiritual activities, and family outings)*

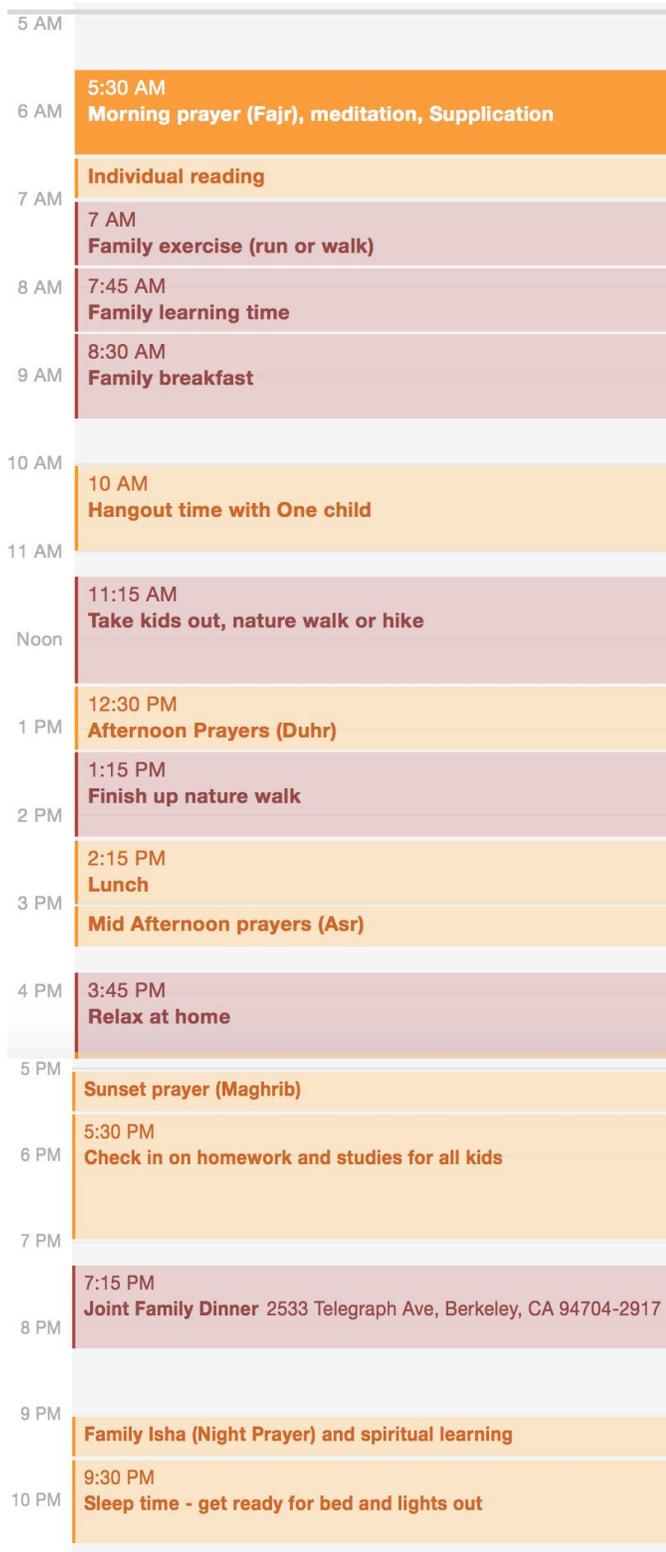
From an early age, get your kids used to checking in on homework, collective planning for the week, and reviewing a study concept (note taking, reading, etc). This will prevent haphazard questions ("Why do you have such bad grades?") which stress children out.

Have time blocked off for social outings and family time

Block off sleep time and be consistent (and early) everyday to get your children on a routine

# Building an advanced family calendar

Your goal is to have your whole family managing their time efficiently and intelligently, Try and get yourself and then kids used to this from an early age. . This advanced calendar illustrates how to optimize your day and use every hour effectively.



We're adding in a personal development component here - **lead the way by reading often**, and your child will naturally start picking up books

**Family exercise is important**, try to have a family walk, run, or sport often on weekends

If you can, try to section off time for family outings. Because we're all so plugged into technology, **it's ideal to spend time in nature together and connect with the universe.**

Block off time for spiritual activities. Regardless of your religion (I'm a Muslim), actively make time and structure your day for prayers. This is how we structure our calendars and we've seen immense benefit. Doing this also setting the right example for your child.

Advanced time management techniques suggest **blocking off time to relax** - you'll get a mental break but also not overdo the "chill" time.

***This is an advanced calendar for an average Sunday. The goal is to start structuring your time (including on weekends) and leading by example. You don't need to start here but try to work your way towards it.***

# The Team Huddle.

**Make it a point to check in with your children.** Ask them about their day, and try to take the conversation beyond homework or chores. Children are incredibly smart and perceptive, and acknowledging and celebrating their emotional maturity by engaging them in a thoughtful manner will demonstrate that you value their experiences, thoughts, and opinions.

## **Checking in.**

If you're teaching your child Geometry, you probably check in after every test to see how they are doing. Try doing the same when it comes to managing their time.

## **Have a set time every week where your family reviews the calendar.**

Each person, including yourself, should discuss their upcoming commitments, events, or goals. If you have a big project happening at work, share that, too. If you need their help with something, ask.

## **When it is your child's turn to share, listen intently and thoughtfully.**

Let them finish sharing, and ask questions. Most importantly, ask them if they need any support. A report published by the Journal of Psychoeducational Assessment found that students tend to work harder and enjoy school more when they work toward their "own ideals of perfectionism". Basically, if students set their own expectations for themselves and try to achieve them, they are usually happier and more motivated.

**Set a common goal for the family to accomplish.** What will you work on this week? Is everyone going to try to wake up earlier? Is everyone going to try to set aside ten minutes each evening to participate in collective learning? Whatever it is, document it, and then spend the first few minutes during the following week's meeting discussing how everyone performed to that goal.

**Your family is a team. Don't forget that.**

# Time Management Summary

## Parents - your move first

Set the foundation, lead by example and your kids will follow. Successfully managing time is one of the hardest things to do in our age of distraction, so the earlier you start, the more it will pay off. If your kids are still in their teens, by the time they get to college, distractions will only have increased. The good news is that once a habit is formed, it becomes harder to revert to their old ways.



## Get your children oriented to the mindset

After setting the right example, it's all about orienting them to the right worldview. If your kids know the importance of time, that time is a gem that doesn't come back once gone, they will learn to treasure it. All those moments of you yelling at them to do their homework and stop watching Netflix will subside, because the motivation will come from within.



## Bring in the systems and processes

Systems, apps, and processes can only enable success - they cannot do it for you. Using a calendar without the right motivation and example will not do the trick. If you are able to accomplish the first two objectives and then use a calendar and other apps to help you structure your time, then you'll see significant change happening for yourself and your child. Don't forget to plan the week together and check in regularly with your child.



# Managing Stress

Managing your child's energies and stress levels



*1 in 3 teens report feeling  
**overwhelmed, sad or  
depressed as a result of  
stress** and 36% report feeling  
tired or fatigued because of  
stress.*

*American Psychological Association*

# Common sources of teen stress

- Sleep deprivation
- The pandemic
- Constant anxiety about school and grades
- Trying to fit in or look attractive
- Social comparison
- Dealing with hormonal and physical changes
- Negative relationship with parents and/or siblings
- Tension at home/parental conflict
- Friend "drama"

**These are just a few of the common sources of stress your child may be experiencing.** If left unmanaged and unaddressed, they can compound into **depressive episodes, tension, anger, frustration and sometimes suicidal thoughts.**

## This is serious.

Don't take this lightly. The changes we are recommending are based on real-life scenarios and research. Changing our approach to life is not going to be easy - but we have to take the first step. We have outlined common parenting challenges that may contribute to elevated levels of child distress so that we can come up with targeted solutions.

# Parenting Challenges

1

## Parents have an unhealthy relationship with their child

Average household scene (that we've seen): Children are spending more time on their phones while parents are watching their favorite show, the news, or scrolling through Facebook. The breakdown of the nuclear family doesn't start with divorce; it begins with a lack of connection among family members. When a child doesn't feel positive emotional energy at home, they search for it elsewhere in the form of risky relationships or substance abuse.

2

## When you do talk, it's about grades or how their child is always wasting time

Chances are that your child knows they aren't making health decisions—they know they aren't getting the grades they should be or are spending time on other things. While a healthy dose of "lecturing" is good from time to time, on the daily basis, stress reduction results when parents have a strong friendship with their children.

3

## Parents provide no positive reinforcement

Children need to hear that they are doing a good job and that you're proud of them. Very often, we find parents who grew up in a different type of culture show no affection or positive reinforcement when it comes to their child's best efforts in school or beyond.

4

## Parents are often fighting themselves

Every couple has disagreements, but arguing in front of children increases stress and compromises their emotional wellbeing. What do we see all the time? Parents are fighting, yelling, or arguing in front of their child who has an upcoming assignment or exam. When the child gets a C or D on the test, Mom or Dad will become angry about why the grade isn't higher. The child won't admit that they couldn't study because of the fighting, so they will just shrug it off. which has parents thinking the kids don't care about their grades.

# Your Role and Responsibility.

## How to create a healthy environment at home

If you want to maximize your student's success, it's important to lay the right foundation. The home environment plays a fundamental role in a child's mindset. Here are a few tips to create the right environment:

**Have meals as a family:** Very few families actually eat one meal together. Try to turn the TV off, eat at the same time, at the same table, at least once a day. This is where the relationship starts. Parents - if you're working too late to eat at home, then be mindful about the precedent you set. Don't expect your child to come down for dinner if they don't see both parents actively making an effort. If it's not possible to do this every night, then set a few nights a week on the family calendar when everyone is together. Watch the magic happen after a few weeks of sharing a meal.

**Limit screen time:** You'll see this coming up time and time again. In order for organic conversations to happen, children need to feel like they are being paid attention to. Try turning the TV off and putting screens away for a few days a week - it will seem dramatic and weird to start with, but I assure you, soon they will open up.

**Don't fight in front of the kids:** this is very important. Try to take it outside, in a different room, or handle the issue when the kids aren't home.

**Limit loud voices and tension:** If one parent is having tension with another child, be careful to not let it affect their siblings. Don't get in arguments in front of the child that's facing stress issues.

## How to develop a healthy relationship with your child

**Go on weekly dates with your child:** have one day a week where it's just one parent, one child going to brunch, lunch, or just to hang out. Do it in a place where you can actually talk, and focus the activity around what your child likes doing.

**Texting conversations:** While lots of parents try to get on social media to monitor their kids, many only text their child when they need something or vice versa. Try to stay in touch with your child throughout the day, text them after school, text them while you're at work, and just check in on them. It may seem weird to begin with, but it will pay huge dividends later on when your child needs someone to turn to and no one else is there - they'll know that they have you.

**Limit how much you talk about things they don't like:** Whether it's school, religion, grades, SAT - at some point, children want a change of topic. If you take an active interest in other aspects of their life, they will take an active interest in developing a relationship with you. They may not recognize this, but the emotional bond that's developing will work magic on their stress levels.

**Keep trying:** Don't give up. It may take months or years to fix a negative relationship. But you can do it - you have sincere concern for your child's wellbeing. Every time a negative issue comes up or tension arises, keep reminding yourself of the teenage depression and suicide stats, you have to be a source of positivity in their life and must keep working hard. Be patient, they will open up eventually and your hard work will pay off.

***You must be a source of positivity in your child's life. Be patient with them, and you'll see great results.***

**Remember, you are in it for the long haul. Don't sweat the small stuff.**

*What's the small stuff, you ask?*

If your child is performing well in school, give them a pass if they come home late after hanging with friends on a weekend.

If they are keeping a good relationship at home, give them a pass every now and then if their grades aren't perfect.

# We're here to help you.

## We love working with families

We have been working with students for years and we have figured out what works. From habit development to changing their mindset - our success curriculum goes through a step by step proven process to help cultivate healthy habits, study skills, and academic strategies.

Tell us how you want to get started and we'll set you on the right track.



**I want my child to change the way they think and perform better in school and life**

**I want step by step guidance to help my child cultivate healthy habits**

**I want to prepare my child for college admissions.**

***We're excited to share our best strategies and systems with you, and we're looking forward to helping you live your best life.***

**Your friends,**

**The Success Company**

P.S. We're giving away our best content for free so we can help you change your life. Congrats on taking the first step to being more productive and getting your child on the right track!