

a note from Katie ...

Hey Friend,

I see you. We're the same. We're trying to get it together. We want less friction with our kids (and even our adult partner) and make it through the day with less tears (who am I kidding, these are my tears).

So, I created a simple system that has helped transform my days. And, once I started sharing it with friends, they would tell me how it was helping them too! So, why keep this all bottled up inside?

I put pen to paper - as opposed to the post-it note that was currently the "plan". It all starts with a FAMILY MEETING. But there are some components that are critical to the success of this meeting. It's all here for you.

I fundamentally believe kids and adults should be able to have both fun activities throughout the day, and work toward achieving our goals/responsibilities. That's creating Intentional Margins® - finding that buffer of space and time to create harmony between your todos and your priorities (the stuff that's fun and lights your hair on fire).

The idea is that you get to design your day and have control over your day, regardless of your age. You get to have ownership in how your day shakes out. And the next day, you can pivot if it didn't work out as you expected.

Attached is my sample, all filled out, so you can see exactly how I use this system. You can use any planner/agenda from your favorite retailer and make it your own.

Here is what is included:

Family Meeting Outline - Our Family Meeting Planner Page - Blank Printable Planner Page

This system is meant for you to make it your own and adapt it to work with your family. I can't wait to hear how you use the system for your family and what you've learned.

Use the hashtag #IntentionalMargins on social or email me at my personal email: katie@kickstartwithkatie.com anytime. I read every single email and if you have a question, I'll be sure to try to answer it.

With enormous gratitude,
Katie



KATIE 
JEFCOAT

My Daily Planner

AUGUST 27, 2020

I AM GRATEFUL FOR:

I am grateful for my teachers who are
being nice at virtual school

1-3 THINGS THAT I WILL ACCOMPLISH TO FEEL SUCCESSFUL

1. have time to play outside
2. practice piano
3. go to my virtual classes

APPOINTMENTS + RESPONSIBILITIES

8:15 - morning meeting
8:45-9:30 - Spanish Tutor
10:00 - English Language Arts
10:30-Noon - Daddy has conference call
12:00-1:00 - Lunch and Recess
1:00 - Math
2:00 - Spanish Language Arts
Piano Practice / Read 30 minutes

INTENTIONAL MARGINS + BRAIN BREAKS

10 jumping jacks after every MS Teams meetings
play outside
eat lunch as a picnic outside
watch Clone Wars on Disney+

My Daily Planner

I AM GRATEFUL FOR:

1-3 THINGS THAT I WILL
ACCOMPLISH TO FEEL
SUCCESSFUL

APPOINTMENTS +
RESPONSIBILITIES

INTENTIONAL MARGINS + BRAIN BREAKS

5 Step Family Meeting



1

Gratitude

- Share one thing you are grateful for today

2

Review The Day

- Any date / appointment changes
- Upcoming deadlines / assignments
- Parent meetings
- Children meetings (class times)
- Responsibilities (piano, dishes, read)

3

Intentional Margin®

- What is one Intentional Margin® that you want to accomplish today
- Example: read, coffee with friend, play outside, meditate, knit, watch TV

4

Brain Breaks

- How am I taking brain breaks
- When am I taking brain breaks
- Example: 10 jumping jacks after virtual class, go for walk, 2 min. dance party

5

Success

- What are one to three things that if I complete today, I will feel successful

BONUS

- Take vitamins
- Eat breakfast

EXTRA
CREDIT

Habit Tracking.

- Pages read
- Ounces of water consumed
- Minutes playing piano
- Steps walked

