



Pro Kinship for Kids

Kinship Link

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Time Management - 15 Good Time Management Habits

Time management helps keep a balance between relaxation time, work time, and family time. Time is a very special resource for us as it can not be saved, you have to use it as it comes or you lose it, where does our time go in our days, do first things first is a good standard to live by, make your own plan for your time, work smarter - not harder with your time.

Here are the good habits to follow:

- **Consolidate similar tasks** – group similar jobs and do them concurrently. This eliminates a lot of sporadic behavior.
- **Tackle tough jobs first** – quit doing petty tasks and tackle the big jobs first. You will find you will be able to finish big jobs without stress.
- **Delegate and develop others** – delegation is not a dumping ceremony. Break the “Do-It-Yourself” habit and let others learn to share responsibility in

operating the business or home. You will find you have more time for major tasks. Others may not do the job exactly as you might, but the fact that they’re doing it allows you time for other activities and interest.

- **Learn to use idle time** – when there seems to be down time, read a book, write a letter, or plan what needs to be done next.
- **Get control of the paper flow** – handle each piece of paper only once, throw out junk, and don’t pick up a piece of paper unless you plan to use it.
- **Avoid the cluttered desk syndrome** – a clear desk helps you to think clearly, locate papers easier, and keep your mind on the task at hand.
- **Get started immediately on important tasks** – no matter how much you hate doing a task, do it. Remember, you must change old habits. Try rewarding yourself at the end of the day. This will motivate self-discipline.

- **Try to do the least pleasant task first** – it may not take less time, but it is likely to offer a time savings. Once the job is done, it’s not necessary to spend time thinking about it.
- **Reduce meeting time** – ask yourself if a meeting is necessary. Will a phone call do just as well? If a meeting is a must, try a standup one: this will guarantee that the important issue is addressed.
- **Take time to plan** – without it, how will you know what needs to be accomplished for a day, week, month, or several years?
- **Learn to say no** – this requires practice, but the more you say it, the less guilty you will feel and the more jobs you are committed to. Consider what can be accomplished realistically and turn down additional requests. Set aside the time needed to spend with the children, time for yourself, and time for your spouse and/or

Time Management - 15 Good Time Management Habits continued

friends. Say “no” to requests that interfere with these important times.

- **Routinization of activities** – helps keep families on schedule. Some families develop checklists for children to use as reminders of what they need to get done. Examples, a morning chart might include: get up, wash face, brush teeth, comb hair, dress, eat breakfast, get school lunch money, get backpack, music instruments, library books, kiss family good-bye,

and catch the bus.

- **Synchronization of activities** – doing two chores at one time, or arranging errands so that many can be completed simultaneously, thereby eliminating extra trips. Examples, doing the laundry while fixing dinner, or picking up dry cleaning and grocery shopping while a child takes a music lesson.
- **Minimize paperwork** – place bills and other mail that needs a response in one place.

- **Be flexible** – ask yourself: Is this still important? If not, move on to your next priority.



Developing Financial Literacy in Youth

Your youth can gain valuable money management experience by taking on some of the family financial tasks, under your supervision. You can really help them learn through these real life experiences what handling money is all about.

- Give your teen the task of balancing your checkbook.
- Give your teen the task of writing checks and paying monthly bills with you.

- Teach your teens how to make deposits and withdrawals using an ATM.
- Ask your teen to do the family grocery shopping for a week. Help develop the grocery list, compare ads, select the items in the store and pay the bill at the end.
- Since credit card offers are sent to everyone these days, it is good to help your teen learn to use credit wisely. Explain the importance of paying the

balance in full each month or making the largest payment possible, not just the minimum payment. Discuss how finance charges add to the cost of your purchases when you don't pay off the bill each month and the importance of a good credit history.

These are all life skills that will benefit your youth now and throughout their life.



6 Health Tips

1. **Eat Breakfast** - Start your day with a healthy breakfast that includes lean protein, whole grains, fruits, and vegetables. Try making a breakfast burrito with scrambled eggs, low-fat cheese, salsa, and a whole wheat tortilla. Try a parfait with low-fat plain yogurt, fruit, and whole grain cereal. These are just a couple of ideas to start with.
2. **Make Half Your Plate Fruits and Vegetables** - Fruits and vegetables add color, flavor, and texture plus vitamins, minerals, and dietary fiber to your plate.
 3. **Fix Healthy Snacks** - Healthy snacks can sustain your energy levels between meals, especially when they include a combination of foods. Choose from two or more of the food groups: grains, fruits, vegetables, dairy, and protein. Try raw veggies with low-fat cottage cheese or hummus, or a tablespoon of nut or seed butter with an apple or banana.
4. **Get Cooking** - Preparing foods at home can be healthy, rewarding, and cost-effective. Master some kitchen basics, like dicing onions or cooking dried beans.
5. **Get to Know Food Labels** - Reading the Nutrition Facts panel can help you choose foods and drinks to meet your nutrient needs.
6. **Explore New Foods and Flavors** - Add more nutrition and eating pleasure by expanding your range of food choices. When shopping, make a point of selecting a fruit, vegetable, or whole grain that's new to you and your family.