These tips may help you. Remember though that at the end of the day, all of us are only human.

A Parent’s Guide To How To Do More in Less Time

Do you often feel overwhelmed with all the responsibilities of life and balancing work, family, friends, home, volunteering, and daily chores? I know I do. I have always thought that if I could have any super power, it would be the ability to control time. While that is not possible, there are three rules of time management that may help.

1. Don't manage your time, manage your energy.
   Everyday has the same amount of time in a day, but some seem to accomplish more than others. Why? A major factor is how effective and efficient they are in using the energy that they have. Just like an appliance that won't work with dead batteries, neither will you and every battery, including yours, has a limited life span. So...

2. Manage your energy by prioritizing what is most important and following the 80/20 rule (known as The Pareto Principle).
   Sadly, you may not be able to do everything you want to get done in a day because you are not Wonder Woman or Superman. The 80/20 rule generally means you can be 80% effective by achieving 20% of your goals each day. If you have a daily to-do list of ten items, you can generally expect to be 80% effective by successfully completing only the two most important items on your list. Learn to recognize your few critical tasks and focus on doing those first, even if it is the last thing you want to do. What is most important to your goals?

3. Manage your energy by focusing on one task at a time and taking breaks.
   This can be hard if you are often interrupted, but you can fight for your right to have some undisturbed time. Multitasking often results in many tasks being worked on, but not completed. Don’t react to interruptions as they occur. Is the urgent task that has come up really important? Asking yourself this question will help you assess whether to leave the task you are currently focusing on completing. Finally, you are not a robot. Research has shown that taking short breaks can re-energize you and that those who do are overall more successful in achieving their goals.

HALLOWEEN DRIVE-THRU TRICK-OR-TREAT EVENT
October 30, Saturday, 10:00 AM - 2:30 PM
This is a socially distanced Halloween for families. Participants will slowly drive through a long series of Halloween scenes decorated by local businesses, schools, and nonprofits and receive treats. COVID safety measures will be in place. This is a fundraiser for Thompson Education Foundation. A limited number of tickets are available and can be purchased for $5 per vehicle starting 9AM Oct. 15 at https://www.thompsonedfoundation.org/drive-thru-trick-or-treat.

READ ALOUD DAY
November 9, Tuesday
Thompson School District will celebrate Read Aloud Day again on Tuesday, November 9 in person!! Last year we were unable to allow volunteers in buildings so videos of readers were made. We are excited that volunteers can enter classrooms again and will be reading live. Volunteers will be required to wear masks while reading. If interested in volunteering, contact Frances Schuyler at 970-613-5073.

VOLUNTEER COORDINATOR HOLIDAY PARTY
December 2, Thursday, 10:00 AM - 11:00AM
B Sweet Cupcakes, 425 E. 4th Street, Loveland
We want to thank coordinators for helping us reboot the volunteer program by providing a fun break to de-stress during the holidays. Take time out for yourself to enjoy appetizers, decorate cupcakes, and talk to Volunteer Coordinators.

THANKSGIVING BREAK
November 22, Monday – November 26, Friday
No school during break. District offices will be open Monday and Tuesday, November 22 & 23.

WINTER BREAK
December 20, Monday – January 4, Tuesday
No school during break. Students return Wednesday, January 5. District offices will reopen Monday, January 3.