



How to Create Time Management Schedules for Children with ADHD during the COVID-19 Outbreak

The COVID-19 outbreak has upended family life around the world. School closures, working remote, physical distancing — it's a lot to navigate for anyone, but especially for parents and caregivers with children with ADHD.

The information that follows is intended to help parents and caregivers understand the basics of prioritizing what is important and how to create an organization schedule that will help manage their time and their children's time effectively.

Good time management involves:

- Prioritizing what's most important over what's less important and can wait.
- Selecting needs over wants, especially with leisure time versus learning time. Consider fun things like ice cream and cartoon time as you would a dessert, and consume them only after you've finished what needs to be done.
- Meeting multiple deadlines by accurately estimating and setting aside enough time to complete a task.
- Knowing where you're supposed to be at a given moment, and allowing enough time to get there. Careful scheduling makes you look like you have your stuff together.
- Keeping complicated projects in step-by-step order. Breakdown tasks down into doable steps, and schedule each into a list or calendar.

Creating an organizational system involves prioritizing a few events you should schedule every day:

- **Sleep.** Use your electronic calendar on your phone, tablet or computer to schedule the sleep your child needs. You can also track your child's weekly sleep schedule on your phone.
- **Waking Up.** Mornings can be difficult for children with ADHD, even with good sleep. Enforce a consistent start time. This will help your child build a morning habit.
- **Fun Time.** Your child is more likely to apply her or himself to homework when she or he knows that a fun activity, such as playing a game or watching TV, will follow.
- **Exercise Time.** Schedule events and things your child loves to do. Daily exercise where your child is allowed to move around, can help your child improve concentration.

Source: Time Management for Teens. <https://www.additudemag.com/time-management-for-teens/> and <https://www.additudemag.com/sample-schedule-adhd-morning-after-school-bedtime/>

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How to build an organization schedule:

- Write down a schedule that fits your routine and tasks to accomplish with your child (e.g., morning, afternoon, dinner, work, weekend, evening) Post the steps of your routine where you can see them. (You can use an electronic calendar like Google Calendar, your phone, Excel document or write it down on a piece of paper).
- Set a watch or phone alert to go off five minutes before you're scheduled to begin a new task. That will give you time to finish whatever you are working on, and refocus.
- Start small. If creating a new routine for your child feels like too much, pick one small thing – like morning walk, activity time or doing homework. When you consistently do this for two weeks, add another tiny thing. Before you know it, your larger routine will change.
- Set a day to start over. If you fall off on your routine because of vacation, a houseguest, or an unexpected event like an illness, mark a day on the calendar when you'll pick up where you left off.
- Don't give up. If you have a hard time with a part of your new stay-at-home routine, try doing it a different way. More often than not, just a tiny tweak can make a difference.

The ministry of Education in Ontario is recommending elementary students spend between five and 10 hours on learning per week, depending on their age. High school students, it says, should spend three hours per course per week if they're on a semester system, or half of that if their schedule isn't split into semesters. Please refer to your local school board and provincial Ministry of Education for recommended learning hours per week for students.

Children with ADHD thrive when they stick close to daily routines and schedules. Set up reliable routines for the different aspects of your child's life – getting ready for school, playtime, activity time, doing homework, getting to bed on time – and you'll help your child learn to create structure. Structure is created by consistent routines and rules. Rules teach children what behaviors are okay and not okay. Routines teach children what to expect throughout the day.

Articles on Creating Schedules

<https://www.additudemag.com/time-management-for-teens/>

<https://cpa.ca/psychology-works-fact-sheet-working-from-home-during-covid-with-and-without-children/>

<https://www.unicef.org/coronavirus/covid-19-parenting-tips#1>

https://www.additudemag.com/wp-content/uploads/2017/01/10249_Manage-Your-Life-the-daily-routine-that-works-for-adults-with-adhd.pdf

[https://www.additudemag.com/organizing-kids-rooms/?](https://www.additudemag.com/organizing-kids-rooms/?utm_source=eletter&utm_medium=email&utm_campaign=parent+april+2020&utm_content=040420&goal=0_d9446392d6-24e24796a2-296330797)

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<https://www.unicef.org/media/66146/file/COVID-19%20parenting%20tips.pdf>

<https://www.additudemag.com/sample-schedule-adhd-morning-after-school-bedtime/>

<https://www.theglobeandmail.com/life/parenting/article-coronavirus-kids-home-ideas-occupied-entertained-march-break-schools/>

<https://www.mother.ly/news/coronavirus-family-schedule->

[https://www.additudemag.com/working-from-home-adhd-strategies/?](https://www.additudemag.com/working-from-home-adhd-strategies/?utm_source=eletter&utm_medium=email&utm_campaign=weeklycheck+april+2020&utm_content=040620&goal=0_d9446392d6-5db31b89b0-296330797)

[utm_source=eletter&utm_medium=email&utm_campaign=weeklycheck april 2020&utm_content=040620&goal=0_d9446392d6-5db31b89b0-296330797](https://www.additudemag.com/working-from-home-adhd-strategies/?utm_source=eletter&utm_medium=email&utm_campaign=weeklycheck april 2020&utm_content=040620&goal=0_d9446392d6-5db31b89b0-296330797)

COVID-19 Quarantine

A Daily Sample Schedule for Children

	Time	
Morning		Good morning! Time to get up, washed and dressed
		Breakfast Don't forget to brush your teeth afterwards!
		Morning exercise Go for a walk, silly dances, yoga
		Academic Time Electronics only if required for schoolwork. No video games!
		Creative Time Drawing, colouring, Legos, play dough, music

	Time	
Afternoon		Lunch Help set the table
		Chore time Tidy your toys, help with the lunch dishes, wipe door handles
		Quiet time Reading, puzzles, nap
		Academic Time Electronics only if required for schoolwork. No video games!
		Fresh Air Bike ride, walk the dog, play outside

	Time	
Evening		Dinner Help set the table, clear the dishes
		Relaxation Time TV, video games, reading, puzzle
		Good night! Wash up, brush your teeth, pj's and to bed

Provided by CADDRA - Canadian ADHD Resource Alliance

