

The Art of Family Management

1

Know your job description

The Family Manager Creed

I oversee the most important organization in the world
Where hundreds of decisions are made daily
Where property and resources are managed
Where health and nutritional needs are determined
Where finances and futures are discussed and debated
Where projects are planned and events are arranged
Where transportation and scheduling are critical
Where team building is a priority
Where careers begin and end
I am a Family Manager



2

Manage by department

- Time & Scheduling
- Home & Property
- Food
- Family & Friends
- Finances
- Special Events
- Self-Management

3

Know your mission and values in each department

4

Manage your time and resources



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5

Build a family team

6

Create a base of operations

7

Use a daily hit list/weekly hit list

8

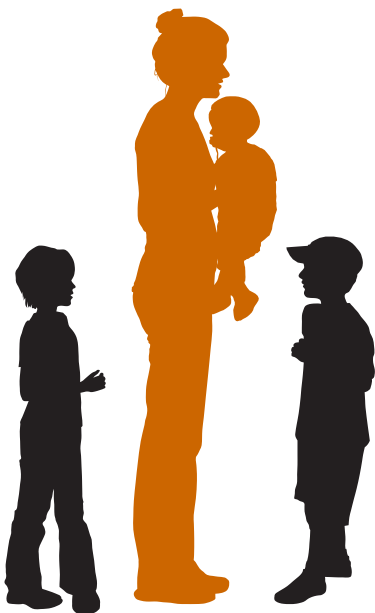
Be true to your management style

9

Be prepared

10

Create SOP's (Standard Operating Procedures)



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Adapted from "The Busy Mom's Guide to a Happy, Organized Home" by Kathy Peel, March 2010