

Calendar Syncing With the Kids' Lives

Stay on top of their schedule without relying on your ex

STILL DAD

SETUP CHECKLIST

- Choose a shared calendar app (Google Calendar or Cozi work well)
- Create a dedicated calendar just for the kids' schedule
- Subscribe directly to the school's published calendar if available
- Get the sports or activity schedule emailed directly to you
- Add your custody schedule to the calendar with exact start/end times
- Set up school notifications and alerts on your phone
- Add yourself to the parent portal at school independently
- Confirm you receive school emails directly: test by asking the office
- Bookmark the school's website events page

WHAT TO TRACK

- Every custody handoff: time, location, who's driving
- School days, early releases, holidays, and breaks
- Doctor appointments (upcoming and past)
- Sports practices and games
- Recitals, concerts, school events
- Parent-teacher conferences
- Playdates (who, where, parent contact)
- Medication schedule if applicable
- Their birthday and each of your custody-period birthdays
- Your vacation windows per the order

WEEKLY PLANNING ROUTINE

Pick one time each week (Sunday evening works well) and do this in 10 minutes.

- Look at who has the kids and when for the coming week
- Check for any school events, early releases, or closures
- Confirm any upcoming appointments
- Pack or prep anything needed for school days that fall on your time
- Send any necessary coordination messages now, not at the last minute
- Look two weeks ahead for anything coming up that needs prep

WEEKLY PLANNING TEMPLATE

DAY	KIDS' SCHEDULE / ACTIVITY	MY ACTION / NOTE
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

Your goal is to never be caught off guard by something happening in your kids' lives. That requires a system, not a good memory.