



Schedules

But..Why you will be tempted to skip it ~

Because I don't intend to coordinate with anyone anyway?!!		Because we don't really want our friends to help?!!		
Because I want some time off work due to injuries?!!	We like arguing about missed opportunities and ruined materials?!			
	We would like 5 times the stress while doing our project?!		I like the feeling of panic when we run out of time & materials?!	Because I will never admit to anyone that I do not know everything?!
We believe spontaneity is the only authentic way to live?			We want to lower our chances of completing our project?!!	

Uh, Yeah.. I think we better check it out ~

Schedules

Some folks find it strange to plan things out. Many very good people find themselves in this situation. Some are just free spirits, some have ADHD, some are too busy and figure they are smart enough to do the “simple” job that they have in mind. And then there are some folks who spontaneously plan everything. Ah, if you have such a person on your team, all the better; they are a natural for this task. If you don’t have such a person, you need this chapter all the more.

What happens if you do not plan out a schedule of steps?

You are likely to miss out on good weather and free time that would allow preparations to succeed

Important materials will be missing when needed

You could get to the project action day and have a bunch of folks there to help but never get to share in their expertise or enjoy the contribution of their special skills

Not get to use the rental equipment that day, pay late charges to keep it or have to rent it again

You may get frustrated and angry

You may experience marital strife

There may be more injuries and materials wasted

You might get so far behind that seasons and vacations pass and the project remains undone

How do we get a schedule?

If you have an organizer on your team, let them bring your wild list of many items into some order. But don’t walk away and abandon the organizer — take time at the start and periodically throughout the day to give feedback and help make adjustments to the tasks so that important considerations are dealt with.

Something to bear in mind as we look at our projects in these pre-action stages: Be sure to break the project into smaller pieces, called “chunks.” Each chunk can best be considered separately, to be done with a focused frame of mind, and delivery of just one stage of materials. Once you view

the chunks this way, you can then “sequence” the chunks according to a logical flow in your plans. Next you can schedule your material deliveries, plan for weather, and account for time constraints.

Next, walk through your chunks as if they are the steps of a dance, noticing what is missing as you reach for the materials needed for the next step. It will give you the opportunity to review consequences and

from a list of odd tasks -->> to a good work schedule in a few easy steps	Step one: designate a captain who can politely order the tasks and assign work according to ability	If the wife makes the list, people call it a Honeydew list. Guys who are smart figure out that cooperation with this list results in marital harmony and other perks. So, cooperate!
		If the husband does the list, he may treat it as a batters' lineup with strategic plays.
		Either way — some organized pattern of tasks is likely to help you get quite a bit done and back to enjoying life and your project.
		Tip: Try to set up the day with rewards that follow tedious tasks. Break up the day, pace yourselves, let the kids know when they are released from obligatory clean-up. Assign someone to prepare the reward. Plan for balance.

outcomes for sequential tasks, and will serve you well in troubleshooting your project's plans. And it is fun to do – kind of like doing a puzzle in your head or learning a square dance.

The stretching of your mind that comes from such preparations is good for you and increases your capacity for handling complex work in other areas. You may qualify yourself for promotions at work and not even know it as you go through this process at home.

See how you can do it –

The process you see in the lists in this chapter is a work list created with the goal of having our friend Bob come over to help us pour cement one

Saturday. He is experienced in cement work and had volunteered to come and help us ever since we gave him the wood from the oak tree that fell last year (2 cords came of it). He wanted to repay the favor. We were thankful.

Before this list came about we did some looking, talking, checking, and made some notes. Once we had the list we were able to take things in sequence. Here's how it went.

Here's a story - come along and see

Since he would be here Saturday we set about figuring how we would complete all preparations before he arrived. We went outside and looked, and talked about what was needed; then we sat down to try to put the steps in order. Some things were pretty important, and you can see that we needed to circle them so we could do them when they would be best accomplished.

We were ambitious the first weekend and managed to get the ground prepared, proudly marking it off as "done." This sense of accomplishment fed us all along until we had completed every step and were ready for the big pour the following weekend.

Thinking about order for your schedule		
You may have a teen helper who is willing to do some heavy stuff but not hang around for chitchat and "useless extras," as they might put it. So, you may get them to agree to move a load of wood or boxes to another area, or to remove construction debris, as long as they can be done quickly. They will want to know exactly when you expect them to be available, so give clear signals and work around what is convenient for them. And be sure to prep the work by piling it safely.	Some tasks require special equipment or people handy. If you schedule a person to help, you have to go along with their availability. On a day off, many helpers like to get at the tasks very early and then be on their way. So, offer an early time (How early? Ask them) and include some nice hospitality (within their dietary restrictions), and stick within their time constraints.	I save some tasks such as sorting tools and small materials for when I am aimless and frustrated. Putting things away gives me time to think and is not very demanding. It can be done in a short bit of time and with very little requirement for energy or thought.

Renovation Psychology: Putting the Home Team to Work

New Patio

<u>?</u>	<u>When?</u>	<u>Who / what?</u>	<u>To Do</u>
	Sat at 9 am	Rent Mixer & Jim's coming over	Pour cement
first	today	Both of us, w/ flat shovels, and string & line level	Level the ground done
then	Call Mon first thing Remind me please !!!	Call Hank for delivery on Tuesday 7:30 am before work call rental place about mixer too	Get crushed stone over here
After stone	Tues - Thurs after work	Both of us, with spades and strong metal flat rakes	Rake stone
Last prep	Friday will be good weather, can get out of work and have 3 hours of sunlight	We get them set and Jim can double check the levels	Set up side forms

In the evening when we sat, one of us checked the weather forecast and it looked like clear sailing for the weekend. We checked it again as the week wore on to see if we needed to change our plans and switch rental dates. By Thursday we were all firmed up and let Jim know that we were all ready to roll for Saturday.

“That looks great –

How can I make such a schedule?”

Well, it all begins with a list!

Be sure to give some credence to the schedule once it is made. A schedule is great to make, but only worthwhile if you follow it. Notice when you meet the goals and mark them off with pride.

How do I start a list?

It is helpful to have several columns available to indicate not only who can do the task, but also specify what weather conditions and time frame are needed for the task.

For example, certain tasks need to be done in sunlight; some on a warm day; some can be done better when it is cool. You need to check the weather forecasts regularly to keep your work schedule on target.

You may find that your list will grow and grow; this is all right. But the next step is to notice how it fits together. This is where sequential thinking is helpful. I suggest that you start by numbering your list. You will see the things that need to be done in order and on certain days that you have available.

Take a pencil and sketch in the day something can be done, then the day before for the prep, and so on. You may need to erase some, but you will avoid aggravation by doing this.

No matter how smart you might be, this step is crucial. Visualize the steps and go over them with your team. Ask for input – you may get important details to include in the plan so that staging, materials, or prep work are accounted for and you do not get off the schedule on the big job day.

You can more easily motivate yourself to do prep jobs on weeknights if you know you will accomplish a big task on Saturday as a result. It is a nice carrot.

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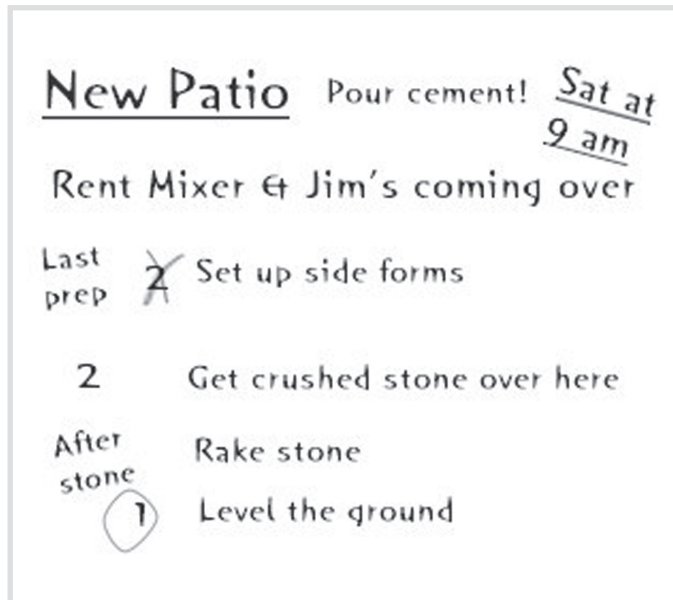
Talk with each other about how it is going and what deviations are needed, if any, from the schedule. The communication will make you both smarter, and the project a success.

So, how do you get through the process of creating a schedule?

This one starts with a phone call from Jim. He has offered to help us out and is free next Saturday to help us with the patio we have been talking about.

We call him back to ask some questions. It turns out he will pick up the concrete mix at his contractor's rate, and it will all be in the back of his truck. (Note: get a check ready for him.)

We call again, and he is patient with us. He is glad that we want to know just how to prepare the site. It is a relief that he won't be facing big preparations himself on Saturday. A few questions later and the first list comes into being.



So now off the phone, we walk outside and talk and make observations.

Our "organizer" starts to put things into order.

Several questions need yet to be answered: who? how? when? will we get these preparations done.

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Details start coming into our planning as we consider the list further.

The "who" starts to take shape as we notice the size of the tasks and who has the ability to do them.

In order to accomplish all of this by Saturday, we will both need to pitch in, even if one of us cannot do as much work of this sort as the other. All contributions will help. We decide that both of us will level the ground and both will rake the stone.

We figure the timing of the stone delivery needs to be early in the week so that we can fiddle with it after work over the next few days. Without this detailed planning, we probably would have had it delivered on Friday and then been exhausted or sore from working too hard under the pressure of Jim coming on Saturday.

The last detail of setting the forms will probably take a bit of time to get things exact. So we leave that for a whole day before. As you can see from

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<i>Last prep</i>			<i>Set up side forms</i>

the finished schedule, we did manage to fit all the tasks into the week, especially since we started the weekend before and began the digging then. We were glad we took the time to make up this schedule so that we would not greet Jim with a mess and a poorly prepared site.

Jim came Saturday and the pour went fine. He stayed for lunch and then went to his camp with his nephew to set up tree stands for the fall. We sent them off with some extra sandwiches for camping, and they had a great time.

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Notes from Schedules

Oh - so let's get personal ~

You can call it a Captain or a Secretary - but you need one!

Go ahead and nominate the organizer person

Now, give that person the materials and plans and let them put them in some order.

What project are you talking about?

1. Together - List items & steps that you know are part of the project

Use separate paper for this.

2. Your organizer - can put this together. BUT...You have to both promise to catch up at the Communication Table along the way and check on progress

See what you can do to sort and organize this mish-mosh of stuff

Leave the developing lists in your Communication space for a couple of days - make it clear they can be read and added to

3. Talk together about the list and make notes of what you have to add, details you have since thought up

Listen to each other

Write stuff down

Especially timelines and things that must be done in sequence

4. Let the organizer at it again

Go over the chapter and set things in as much order as you can

5. Talk again about what the organizer developed

Tweek what is needed

Imagine going through those steps in your new schedule

Include family interruptions in the flow, and eating and sleeping and work. Does it still flow?

Then you are ready to go!

6. Check on progress and encourage each other

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