

HOW TO HOST WORK CALLS – AS A PARENT

1. Plan phone calls ahead of time:

- a) Have a script written up so you can follow it if you get interrupted.
- b) Have the phone numbers available, so you don't have to spend valuable quiet time searching.
- c) Write down the conclusion of each conversation so you don't have to remember.

Looking for more ideas?

2. Spread out phone calls throughout the day.

3. Check on and connect with your children between calls.

4. Save the iPads and screen time for important phone calls.

5. Save phone calls for snack time.

6. Let the kids say “hi” to whomever you are calling before you get started talking business.

7. When someone greets you and asks “How are you?” let them know you are working from home with kiddos in toe. This will make them aware that you have children with you and you are managing the family/work tension at the moment.

8. Calls work well during nap times for littles. (See #1 for completing multiple phone calls in a short window of time.) Help little ones settle into nap time successfully, don't rush to get to the work load. A quality nap routine usually makes for a quality nap time.

9. Set phone appointments. Send emails or texts requesting to have a phone call early in the morning or later in the evening. (6:30am, 7:00am, 7:30am, 8pm, 8:30pm)

10. Communicate to your supervisors when a good time for meetings and phone calls are.

11. Sometimes kids want to be apart of what we are doing because they know what we are doing is important to us. How can they help? Can they cross out someone's name on your list of calls? Can they tell you what numbers to enter into your phone?

12. Don't apologize for having kids, especially in unique seasons and seasons of trauma.

