

Module 3 of 9 · 0/4 lessons done · Quiz: not taken · 0%

[← Family course](#)

QUIZ NOT STARTED · pass mark 80%

Family Module 3 · Calendar Routines · about 44 minutes · 4 lessons + 10-question quiz

Hero Routines: Calendar and Getting Places

Keep the whole family on the same page. Step-by-step setup for: One family calendar, actually current; Practice moved? Everyone knows in a minute.; Carpool sorted before Monday; Travel day, timed to the minute

► Open slides

Download the PDF workbook

Exercises work with Grok Bot or any AI assistant. Use non-sensitive information only.
App connections marked "varies" depend on your school, team or provider and are confirmed during setup.

Lessons

Lesson 1 · One family calendar, actually current (~9 min)

Lesson 2 · Practice moved? Everyone knows in a minute. (~9 min)

Lesson 3 · Carpool sorted before Monday (~9 min)

Lesson 4 · Travel day, timed to the minute (~9 min)

Module quiz (10 questions, ~8 min)

Send feedback

Lesson 1 · ~9 min

One family calendar, actually current

You will be able to

- Turn on one family calendar that pulls school, team and work events into a single view
- Get clashes flagged a week ahead

Apps involved: Google Calendar · Skylight · team & school feeds. Here's what this routine does and how to turn it on. You approve anything that sends, books or buys.

Works with: Google Calendar, Outlook: direct. School/team feeds and kitchen displays: varies.

Step by step

1. Make sure each source feeds the Family calendar: school calendar link, team calendar links, and work events you choose to share.
2. Ask the assistant to check the next 7 days every evening for overlaps.
3. Decide how you want clashes reported (one evening message is plenty).
4. When it suggests a fix, reply yes, no or a different time. It doesn't move anything without your OK.

Example

School, two teams, work and the dentist all land on one calendar, and the kitchen screen shows it. Clashes are flagged a week out.

Checklist

- ☐ The sources this routine needs are connected or emailing me
- ☐ I know when and how it reports to me
- ☐ I know which steps wait for my OK

Key points

- Start from the sources: calendar, email, app notifications.

- Pick a reporting time you'll actually check.
- Anything that sends, books or buys waits for your yes.

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Mark complete & next: Lesson 2 →

Lesson 2 · ~9 min

Practice moved? Everyone knows in a minute.

You will be able to

- Get an alert within minutes when a practice or game moves
- Have the calendar and the other parent updated automatically after your OK

Apps involved: TeamSnap · GameChanger · Google Calendar. Here's what this routine does and how to turn it on. You approve anything that sends, books or buys.

Works with: Calendar: direct. TeamSnap, GameChanger: varies (via notification emails or calendar links).

Step by step

1. Make sure team schedule-change emails reach your inbox (Module 2).
2. Ask the assistant to watch for messages with words like 'moved', 'cancelled', 'rescheduled' from team senders.
3. Choose who gets told: you, your co-parent, or both.
4. Approve the calendar update and the text to your co-parent when the alert comes in.

Example

6:40 PM Tuesday. Coach moves practice to Field 3 and pushes it 30 minutes. Before you've read the team email, the family calendar is updated, both parents have a text, and dinner has moved to 6:15.

Checklist

- ☐ The sources this routine needs are connected or emailing me
- ☐ I know when and how it reports to me
- ☐ I know which steps wait for my OK

Key points

- Start from the sources: calendar, email, app notifications.

- Pick a reporting time you'll actually check.
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Mark complete & next: Lesson 3 →

Lesson 3 · ~9 min

Carpool sorted before Monday

You will be able to

- Spot carpool conflicts before the week starts
- Get a ready-to-send swap note

Apps involved: GoKid · Life360 · Calendar. Here's what this routine does and how to turn it on. You approve anything that sends, books or buys.

Works with: Calendar: direct. GoKid, Life360: varies.

Step by step

1. Put carpool days on the Family calendar as their own events.

2. Ask for a Sunday evening check of carpool days against your work meetings.
3. When there's a conflict, the assistant drafts a swap message to the other family.
4. Read it, edit if needed, and say 'send' yourself.

Example

You're down to drive Wednesday, but you have a 3:30 call. The assistant spots it Sunday and drafts a swap note to the Lees for your OK.

Checklist

- ☐ The sources this routine needs are connected or emailing me
- ☐ I know when and how it reports to me
- ☐ I know which steps wait for my OK

Key points

- Start from the sources: calendar, email, app notifications.
- Pick a reporting time you'll actually check.
- Anything that sends, books or buys waits for your yes.

Lesson 4 • ~9 min

Travel day, timed to the minute

You will be able to

- Never miss check-in
- Know when to leave for the airport, even when there's a delay

Apps involved: TripIt · Southwest · Uber/Lyft. Here's what this routine does and how to turn it on. You approve anything that sends, books or buys.

Works with: Itineraries from email: works for most airlines. TripIt, airline apps, Uber/Lyft booking: varies.

Step by step

1. Forward or keep airline confirmation emails in your inbox so the assistant can see the itinerary.

2. Ask for a reminder when check-in opens (usually 24 hours before for US airlines; check your airline).
3. Ask for a leave-the-house time based on traffic and your airport habits.
4. If a delay posts, it suggests a new leave time and a ride change for your OK.

Example

Check-in opens at 24 hours, the ride is scheduled and you know when to leave the house. If a delay posts, you get a new leave-the-house time.

Checklist

- ☐ The sources this routine needs are connected or emailing me
- ☐ I know when and how it reports to me
- ☐ I know which steps wait for my OK

Key points

- Start from the sources: calendar, email, app notifications.
- Pick a reporting time you'll actually check.

- Anything that sends, books or buys waits for your yes.

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[Mark complete & next: Quiz →](#)

Hero Routines quiz

10 questions, about 8 minutes. Pass mark 80%. Your best score is saved in this browser.

1. What's the main job of the family calendar routine?

- ☐ Pulling school, team and work events into one view and flagging clashes ahead of time
- ☐ Booking vacations
- ☐ Deleting old events
- ☐ Sending invites to everyone

2. The assistant finds the dentist overlaps the band concert. What does it do?

- ☐ Cancels the concert
- ☐ Suggests a fix and waits for your yes
- ☐ Ignores it
- ☐ Moves the dentist automatically

3. How often is a sensible clash report?

- ☐ Never
- ☐ One evening message
- ☐ Every 10 minutes
- ☐ Only once a year

4. How does the practice-change alert usually learn about a change?

- ☐ From team schedule-change emails or calendar links reaching you (varies)
- ☐ By guessing from weather
- ☐ By logging into the field's website
- ☐ The coach calls the assistant

5. Which words help the assistant spot schedule changes?

- ☐ 'Moved', 'cancelled', 'rescheduled'
- ☐ 'Photo day'
- ☐ 'Snacks' and 'jerseys'

☐ 'Thanks' and 'great game'

6. When a practice moves, what needs your approval?

☐ Noticing the change

☐ Updating the calendar and texting your co-parent

☐ Reading the email

☐ Nothing ever

7. When does the carpool routine check for conflicts?

☐ Only after you miss a pickup

☐ Sunday evening, before the week starts

☐ During the drive

☐ Never

8. Who sends the carpool swap message?

☐ You, after reading and editing the assistant's draft (or saying 'send')

☐ The other family

☐ The assistant, automatically

☐ The school

9. When do most US airlines open online check-in?

☐ At the gate only

- ☐ One hour before
- ☐ One week before
- ☐ About 24 hours before departure (check your airline)

10. A flight delay posts. What does the travel-day routine do?

- ☐ Rebooks you on another airline
- ☐ Nothing
- ☐ Cancels the trip
- ☐ Suggests a new leave-the-house time and a ride change for your OK

Check answers

← Previous: Module 2

Next: Module 4 →