Lighten the Load Planner

Sort the week: drop it, shrink it, share it or keep it

List everything on your plate this week, big and small. Then tick one box for each. **Drop** it if it doesn't really matter. **Shrink** it if a smaller version is good enough. **Share** it by writing who could take it. **Keep** it only if it truly has to be you.

This week's jobs	Drop	Shrink	Share with...	Keep
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
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	☐	☐		☐

Most people find very little belongs in the Keep column. That margin is the energy your child or class actually needs.

Share the Invisible List

For co-parents, families and teaching teams

Hand over whole jobs, not just tasks, so the other person owns the remembering too. "You look after swimming" means booking, packing the bag and knowing it makes Tuesday evenings harder, not just driving there.

Job	Who remembers it	Who does it	Notes

Ideas for the list

Appointments and reports · funding and NDIS paperwork · school or kinder emails · therapy practice · the "safe" clothes and foods · birthday parties and invitations · medication and scripts · planning for hard days