

# The Art of Family Management

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*Know your job description*

## **The Family Manager Creed**

I oversee the most important organization in the world  
Where hundreds of decisions are made daily  
Where property and resources are managed  
Where health and nutritional needs are determined  
Where finances and futures are discussed and debated  
Where projects are planned and events are arranged  
Where transportation and scheduling are critical  
Where team building is a priority  
Where careers begin and end  
I am a Family Manager



2

*Manage by department*

- Time & Scheduling
- Home & Property
- Food
- Family & Friends
- Finances
- Special Events
- Self-Management

3

*Know your mission and values in each department*

4

*Manage your time and resources*



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*Build a family team*

6

*Create a base of operations*

7

*Use a daily hit list/weekly hit list*

8

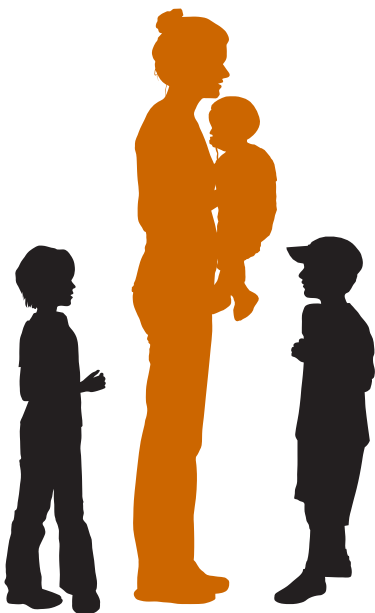
*Be true to your management style*

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*Be prepared*

10

*Create SOP's (Standard Operating Procedures)*



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Adapted from "The Busy Mom's Guide to a Happy, Organized Home" by Kathy Peel, March 2010