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## Back to School Hustle and Bustle

Not just a hectic time for the kids anymore.

### Greetings!

Back to school isn't just a busy time for kids these days. Parents, managers of parents, and coworkers of parents are finding the back to school season increasingly busy in the workplace also. As a working parent, between school pickups, appointments, PTA meetings and parent teacher interviews, there is a fine line between balancing work and home, and taking advantage of the flexibility being offered to you. During this back to school season, there are things we all must do to help workplace relations continue running smoothly - whether we're the one with the kids or not.

If you're a **manager**: Hold a [meeting](#) with your team once everyone is back from summer vacation but before back to school chaos begins. Use it as a time for the team to regroup post-holidays, go over the team charter, and review rules related to flex-time. Take the time to outline your department or company policies on appointments and leaving early, and discuss having respect for your coworkers by keeping people informed of their schedule and meeting deadlines, regardless of external commitments.

If you're a **parent**: Be sensitive to the fact that during this time there is potential for those around you to have to pick up the slack a little. While your team likely won't mind pitching in to help in this busy time, be sure not to take advantage of their generosity. Ensure that you have clear conversations with co-workers outlining what you're capable of taking on, when you're able to finish assignments, and where you need their help. Be respectful of the fact that people may not be able to bend for everything and be flexible where possible.

If you're a **coworker with no kids**: Keep in mind that one day you may go through a particularly busy time or end up having kids yourself and will appreciate others helping you by taking on some extra work. Ensure that deadlines are clearly communicated and that if someone is crossing the line, [let them know](#), clearly and professionally, rather than stewing on it, holding it against them, or worse, gossiping about it to other co-workers.

Really, there is one thing that everyone can take with them to ensure that things run smoothly this back to school season: Clarity is paramount. Clarity of expectations, timelines, and behavior are what will pull you through another long September and all of the additional work, running around and broken pencils it brings with it.

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**Sincerely,**



ProActive ReSolutions Inc.

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