



PRESCHOOL PARENTING DIGITAL PLANNER — ROUTINES & BOOKENDS Version 2.0 | Includes 2-Minute Task Reset Checklist | Grounded in Source Best Practices
PRESCHOOL PARENTING DIGITAL PLANNER — ROUTINES & BOOKENDS Version 2.0 | Includes 2-Minute Task Reset Checklist | Grounded in Source Best Practices

1. WORKING MOM DAILY SCHEDULE (EXAMPLE RHYTHM)

Time Block	Target Activity
------------	-----------------

6:00 AM - 7:00 AM	Parent Rise & Prep
7:00 AM - 7:30 AM	Baby / Toddler Wake & Feed
7:30 AM - 8:15 AM	Toddler Breakfast & Shoe Battle
8:15 AM - 8:45 AM	Out the Door & Daycare Drop-off
9:00 AM - 11:30 AM	Morning Work Block
11:30 AM - 12:30 PM	Multitasking Lunch Reset
12:30 PM - 5:00 PM	Afternoon Work Block / Pumping
5:00 PM - 5:30 PM	Commute & Pickup
5:30 PM - 7:30 PM	Dinner, Play & Bedtime Anchor
7:30 PM - 10:00 PM	Evening Prep & 'Me Time'
10:00 PM	Lights Out

2. TWO NON-NEGOTIABLE ANCHOR BOOKENDS (10–20 MINS EACH)

Anchor Phase	
Morning Anchor (10-20m)	1. Bathroom / Potty
Bedtime Anchor (10-20m)	1. Bath / Wash Up

3. EVENING LAUNCH PAD & KITCHEN RESET CHECKLIST

Check	Reset Category
☐	
☐	Beverage Prep
☐	Pantry Snacks
☐	Launch Pad
☐	Clothing Prep
☐	Breakfast Preset
4. THE 2-MINUTE RESET CHECKLIST (RAPID MICRO-TASKS)	

Check	Reset Focus Area
☐	
☐	Digital Calendar
☐	Pantry Restock
☐	Helper Request
☐	Kitchen Reset
☐	Entryway Drop
☐	Medication Check
☐	Parent Stress Reset



Key Goal / Focus	Owner
Get dressed, hair/makeup, coffee, quiet focus	Parent
Wake up baby/toddler, nurse/bottle, breakfast prep	Parent A
Eat breakfast, outfits, shoes (+15 min cushion)	Parent A / B
Launch pad check, backpacks loaded, commute	Parent A
Deep work / focus tasks at job or home	Parent
Self-care walk, online admin, bill pay, personal reset	Parent
Protected pumping blocks (11 AM & 3 PM) + work	Parent
Daycare pickup / transition home	Parent B
Serve dinner, instant leftover packaging, bath & 2 books	Both Parents
Pack lunches, prep bottles, set outfits, relax/recharge	Both Parents
Target sleep time for full recovery	All

2. Get Dressed	3. Eat Breakfast
2. Brush Teeth	3. Read 2 Books & Lights Out

Action Item Description	Target Location
Fill child water bottles; prep/thaw milk bottles	Fridge
Pack pre-bagged bulk snacks into lunch bags	Low Pantry Bin
Pack backpacks, forms, medications, library books	Entryway Launch Pad
Lay out complete outfits for parent and toddler	Bedroom Hooks
Set coffee maker and lay out breakfast dishes	Kitchen Counter

2-Minute Micro-Task Description	Trigger / Target Location
Forward school email/flyer to Milo / Jam / Ohai.ai for auto-calendar parsing	Email / Mobile App
Add low staple (milk, crackers) to Instacart/shared grocery cart immediately	Mobile App / Fridge
Send 3-sentence text to backup contact for specific pickup or favor	SMS / Support Circle
Unload top rack of dishwasher or wipe counter while coffee brews	Kitchen Counter
Hang coat, place shoes in low bin & clip water bottle to backpack	Entryway Launch Pad
Refill daily medicine dispenser or log 1-question symptom note	Launch Pad Bin / Phone
Do 60-second 4-in/6-out paced breathing & name next smallest action	Parent Mindset

Status
Done
Done
In Progress
Pending
Pending
Pending
Pending
Pending
Pending
Pending
Pending

Visual Routine Chart / Ella Card
First-Then Board (First Teeth, Then Books)

Notes

Eliminates morning rushing
Grab-and-go efficiency
5-minute front door setup
Prevents morning shoe/clothing battles
Do as little as possible in AM

Operational Benefit

Eliminates manual entry & scheduling conflicts
Keeps grocery cart built continuously in seconds
Gets fast yes/no without emotional overhead
Prevents dish buildup before dinner rush
Keeps entryway clear and ready for next exit
Ensures zero missed doses or forgotten details
Interrupts stress spiral during toddler battles

AI Meal Planning & Smart Pantry Scan

(Saves ~25 Mins/Day) 🕒

Before AI: Meal Prep & Pantry Overwhelm



How AI Helps: Smart Scanner & Planner



Result:
Stress-Free Meal Planning
& Always-Stocked Pantry

www.wetotsnmoms.com

1. PRESCHOOLER 5-DAY LUNCHBOX MENU GRID

Day	Main Dish (Leftover / Quick)
Monday	Turkey & Cheese Sandwich or Hummus Roll
Tuesday	Repackaged Dinnertime Leftovers (Pasta/Chicken)

Wednesday	Deconstructed Bento (Cheese cubes & deli slices)
Thursday	Repackaged Dinnertime Leftovers (Rice bowl/Casserole)
Friday	Quick PB&J / SunButter or Batch Main

2. BULK SNACK PORTIONING & SHOPPING AUTOMATION	
Item Category	Bulk Source Item
Dry Crunchy Snacks	Bulk Crackers & Pretzels
Cheese & Protein	Block Cheese & Deli Meat
Treats & Bakery	Bulk Cookies / Animal Crackers
Fresh Produce	Apples, Grapes, Cucumbers



Pre-Bagged Bulk Snack	Fruit / Veggie Side
Pre-bagged bulk crackers	Apple slices & blueberry cup
Pre-portioned Cheez-Its	Cucumber rounds or carrot sticks
Pre-bagged pretzels or cookies	Seedless grapes or melon bites
Pre-portioned bulk crackers	Cherry tomatoes or sweet pepper slices
Pre-bagged Cheez-Its or cookies	Banana or orange segments

Portioning Strategy	Storage Location
Divide into 10-12 mini zip bags on Sunday	Low Pantry Bin (Child Level)
Cube cheese & roll meat into bite-size portions	Fridge Snack Drawer
Portion into 2-cookie snack packs	Pantry Middle Shelf
Wash, slice, and store in airtight glass bins	Eye-Level Fridge Shelf

Evening Prep Action
Assemble during Sunday evening setup
Package leftovers directly during dinner cleanup
Grab pre-bagged snack from low pantry bin
Dish leftovers into container during kitchen reset
Assemble during Thursday night kitchen reset

Auto-Restock Tool
Instacart GPT / Shared List
Walmart Plus Delivery
Shared Grocery App
Instacart 1-Click Cart

THE 3-TIER CHILDCARE LADDER.

TIER 3
THE CONTINGENCIES
(As-Needed)

- Occasional Babysitter (Date Nights)
- Drop-in Daycare (Sick Days)

TIER 2
THE REINFORCEMENTS

- Consistent Babysitter
- Part-Time Nanny
- Co-op Care (e.g., Mom-Swap)

TIER 1
THE FOUNDATION:
YOU & CORE PEOPLE

- Mom (Self-Care)
- Co-Parent (Agreed Time)
- Grandparents/Close Family (Scheduled Slots)

TIER 3
THE CONTINGENCIES
(As-Needed)

- Occasional Babysitter (Date Nights)
- Drop-in Daycare (Sick Days)

TIER 3
THE CONTINGENCIES

- Occasional Babysitter (Date Nights)
- Drop-in Daycare
- Backup Nanny Agency

Tier 1 (Foundation)

- Mom (Self-Care)
- Co-Parent (Agreed Time)

Tier 2 (Routine Reinforcements)

- Consistent Babysitter
- Co-op Care (e.g., Mom-Swap)

Tier 3 (Contingencies)

- Occasional Babysitter (Date Nights)
- Drop-in Daycare (Sick Days)

www.wetotsnmoms.com

EMERGENCY INFO SHEET & THREE-TIER CHILD CARE LADDER

Version 2.0 | Rapid-Response Care Protocols & Support Circle

EMERGENCY INFO SHEET & THREE-TIER CHILD CARE LADDER

Version 2.0 | Rapid-Response Care Protocols & Support Circle

1. THREE-TIER CHILD CARE LADDER & SUPPORT CIRCLE

Ladder Tier	Contact Name / Role
Tier 1: Primary Plan	Primary Caregiver / Main Daycare
Tier 2: Logistics Backup	Grandparent / Local Family / Neighbor
Tier 3: Emergency Backup	Trusted Friend ('Kid-Friendly' Contact)
Support Circle: Emotional	Best Friend / Parent Support Contact

2. ESSENTIAL MEDICAL & HOUSE LOGISTICS SHEET

Category	Critical Detail Field
Child Details	Full Name & DOB
Medical Alert	Allergies & Dosing
Pediatrician	Clinic Name & Phone
Hospital	Preferred ER
House Access	Door Code & Wi-Fi
Stress Protocol	60-Sec Resilience Reset



Phone Number	Primary Responsibility	Status / Confirmed
(555) 019-2831	Daily routine pickup, drop-off, and primary care	Confirmed
(555) 014-9823	Backup school pickup & short-notice care	Confirmed
(555) 018-3411	Emergency care when primary plans collapse	Confirmed
(555) 012-7722	Daily/weekly emotional check-in & Venting	Confirmed

Household Specific Information	Location / Reference	Notes / Action
[Child Full Name], DOB: [MM/DD/YYYY]	Fridge / Bag Info Sheet	Primary Reference
Peanut Allergy (EpiPen required); Amoxicillin 5ml	Entryway Launch Pad Bin	Urgent Care Info
Pediatrics Clinic — (555) 988-4334	Phone Speed Dial / Fridge	Medical Record
Children's Memorial Hospital ER	10 Mins from Home	Emergency ER
Door: 4821# Wi-Fi: FamilyNet / pass: HappyHome24	Keypad Front Door	Sitter Access
Inhale 4s, Exhale 6s -> Name smallest next action	Parent Mental Tool	Parent Coping



How AI Helps:

Turn Daily Routines Into Fun, Kid-Friendly Quests

Interactive visual routine apps (such as Joon or RoutineFlow) transform daily checklists into engaging, video-game-style quests. The AI adapts chore schedules based on your child's age, providing custom audio-visual prompts and rewards that encourage independent task completion without mom having to micro-manage.



Real Routines.
Real Rewards.



Next up:
Brush your teeth!



AI-Powered Schedules

Adjusts to your child's age and needs



Visual & Audio Prompts

Engaging and easy to follow



Rewards & Badges

Builds motivation and independence



Less Stress for Mom

More free time – and fewer – power struggles



wetotsmoms.com

1. COPY-PASTE CHATGPT PROMPT TEMPLATES			
Prompt Category	Target Outcome	Copy-Paste Prompt Template	Recommended AI Tool
Out-the-Door Routine	Time-stamped AM schedule + First-	'Create a morning schedule for a working parent and a	ChatGPT / Ella
30-Day Meal Plan	Monthly dinner plan + 4 weekly	'Act as a meal planning expert. Create a 30-day dinner	ChatGPT / Instacart GPT
Cleaning Schedule	Daily 15-min reset + weekly zone	'Create a step-by-step cleaning schedule for a 3-bed	ChatGPT
Toy Rotation System	Cubby bin layout + 5-min clean-up	'Design a toddler toy organization and rotation system	ChatGPT
ADHD Task Breakdown	Sequential single-step micro-tasks + First-Then board + parent script	'Act as an early childhood ADHD specialist. Take a multi-step expectation (e.g., [Clean Room / Morning Routine]) and break it into single micro-tasks. Pair each with short words, a 2-step First-Then sequence, and a calm parent script.'	ChatGPT / Ella / Choiceworks

2. SPECIALIZED PARENTING			
App Name	Primary Specialty	Key Feature / Automation	Pricing / Access
Milo	AI Family Coordinator	Parses school SMS/notices & auto-updates calendar	\$24 / month
Ohai.ai ('O')	Household AI Assistant	Scans newsletters, manages conflicts & pickup delegation	\$25 / month
Jam Family Calendar	Visual Family Calendar	'Jam On It' email forwarding parses events in seconds	Free / Premium
Ella	Visual Schedule Builder	Generates visual routine boards & First-Then cards in <1	Free trial / Paid
Instacart GPT	AI Meal & Grocery Cart	30 health tags, pantry recipes & 1-click cart creation	Free with Instacart
Tantrum AI	Behavior SOS Coaching	Real-time meltdown SOS, parent scripts & trigger tracking	App Store
Fireflies.ai	Meeting Scribe	Transcribes parent-teacher & medical meetings with action items	Free / Premium

3. ADHD & EXECUTIVE FUNCTION TASK BREAKDOWN FRAMEWORK

Focus Area	Executive Function Challenge	ADHD Breakdown Strategy	Visual / AI Support Tool
Task Initiation	Paralysis / overwhelm from vague multi-step commands (e.g., "Clean room")	Break "FIRST" into 1 single micro-action (e.g., "Put 3 blocks in bin")	First-Then Board / Ella
Transition Paralysis	Resistance & meltdowns when stopping preferred activities	Provide an immediate, high-value "THEN" reward + visual timer	Choiceworks / Visual Schedule
Emotional Overwhelm	Frustration spiral during challenging routine steps	60-second resilience reset (4s inhale, 6s exhale) before directions	Tantrum AI / Resilience Reset
Cognitive Load / Working Memory	Forgetting multi-step verbal directions midway through	Multi-modal visual cards (icon + text) at child's eye level	Ella / Printed Visual Cards



Privacy Reminder
Enable temporary chats (auto-deletes in 30
Do not include child's full name or exact
Omit home street address
Clear chat history after generating printable
Enable temporary chats & omit child's real name

Parent Time Saved
3+ hours / week
82 mins / day
Eliminates manual entry
Saves hours of lamination
4+ hours / week
Reduces parental stress
1 hour / meeting

Parent Script / Action
Keep words short & calm: "First blocks in bin, THEN 10 mins free play."
Point to board silently: "First shoes on, THEN park play."
Parent regulates first: "Inhale 4, exhale 6 -> Next smallest step: find folder."
Eliminate verbal nagging: Point to the visual card at the launch pad.



15-MINUTE SUNDAY SETUP & WEEKLY PLANNING CHECKLIST

Version 5.0 | Weekly Routine Reset, Fixed-Point Mapping & Logistics Prep | Grounded in Source Best Practices

1. 15-MINUTE SUNDAY SETUP STEP-BY-STEP WORKFLOW

Step #	Focus Area	15-Min Action Description	Target Outcome / Asset Created
Step 1	Schedule Review & Triage	Review upcoming work shifts, school deadlines, appointments & childcare needs. Separate 24-hr must-haves from 1-week waiting tasks.	Clear weekly priorities & triage list

Step 2	Map 3–5 Fixed Points	Identify non-negotiable anchor times for each day: pickup windows, dinner, homework blocks, and bedtime sequences.	Predictable daily anchor schedule
Step 3	Meal Batching & Grocery Cart	Pick 2 simple dinners to repeat. Review fridge/pantry staples and populate 1-click grocery cart.	Automated grocery delivery & menu
Step 4	Launch Pad & Gear Reset	Pack backpacks, sign required forms, verify daily medications, and reset 5-minute entryway launch pad.	5-min out-the-door exit readiness
Step 5	Support Ladder Check-In	Confirm backup child care availability for work shifts/handoffs; send 3-sentence texts for specific favors.	Confirmed backup care & driver tagging

2. WEEKLY ANCHOR TIME & FIXED-POINT MAPPER			
Day	Anchor Morning Block	Fixed Point 1 (Work/School)	Fixed Point 2 (Pickup Window)
Monday	6:00 AM - 8:15 AM (Rise, Prep, Shoe Battle)	9:00 AM Work Start	5:00 PM Daycare Pickup
Tuesday	6:00 AM - 8:15 AM (Rise, Prep, Shoe Battle)	9:00 AM Work Start	5:00 PM Daycare Pickup
Wednesday	6:00 AM - 8:15 AM (Rise, Prep, Shoe Battle)	9:00 AM Work Start	5:00 PM Daycare Pickup
Thursday	6:00 AM - 8:15 AM (Rise, Prep, Shoe Battle)	9:00 AM Work Start	5:00 PM Daycare Pickup

Friday	6:00 AM - 8:15 AM (Rise, Prep, Shoe Battle)	9:00 AM Work Start	5:00 PM Daycare Pickup
Saturday	Flexible AM (Independent Play Station)	Family Outing / Errands	12:30 PM Lunch Reset
Sunday	8:00 AM Slow Start & Breakfast	10:00 AM 15-Min Setup Ritual	4:00 PM Launch Pad Check

3. SUNDAY SETUP LOGISTICS & DELEGATION TRACKER			
Logistics Item	Responsible Party / AI Tool	Trigger / Target Time	Automation / System Link
Bill Auto-Pay & Budget Check	Parent / Autopay System	Sunday 10:00 AM	Bank Autopay / Budget App
Grocery Cart 1-Click Order	Instacart GPT / Walmart+	Sunday 10:15 AM	Instacart App / Shared Cart
School Flyer Email Sync	Milo / Jam / Ohai.ai	Sunday 10:20 AM	Forward Email via SMS/App
Pre-Bag Bulk Toddler Snacks	Parent & Preschool Helper	Sunday 10:25 AM	Low Pantry Bin Storage
Backup Care & Handoff Text	Parent / Support Circle	Sunday 10:30 AM	3-Sentence Text / Jam App

Est. Time	Status
3 Mins	Complete
3 Mins	Complete
4 Mins	In Progress
3 Mins	Pending
2 Mins	Pending

Fixed Point 3 (Dinner/Play)	Anchor Bedtime Block
5:30 PM - 7:30 PM Dinner & Play	7:30 PM - 10:00 PM Evening Prep & Sleep
5:30 PM - 7:30 PM Dinner & Play	7:30 PM - 10:00 PM Evening Prep & Sleep
5:30 PM - 7:30 PM Dinner & Play	7:30 PM - 10:00 PM Evening Prep & Sleep
5:30 PM - 7:30 PM Dinner & Play	7:30 PM - 10:00 PM Evening Prep & Sleep

5:30 PM - 7:30 PM Family Walk & Dinner	7:30 PM - 10:00 PM Weekend Transition
5:30 PM Dinner & Movie Night	Flexible Bedtime Routine
5:30 PM - 7:00 PM Batch Meal Prep	7:30 PM Early Bedtime Reset

Notes / Instructions	Completion
Scan housing & essential costs; verify auto-transfers	Complete
Order staples, kid snacks, and 2-meal repeat ingredients	In Progress
Parses school events, field trips, and driver tagging	Complete
Portion crackers/pretzels into 10 mini zip bags for week	Pending
Confirm pickup backups for late shift or co-parenting handoff	Pending