
The Weekly Calendar Sync

A 15-minute Sunday agenda so the week doesn't ambush you

Good teams run a weekly sync, not because anyone loves meetings, but because a fifteen-minute check-in on Monday prevents a five-alarm fire on Thursday. Most households skip this entirely and just react, discovering the conflict the morning it happens. A weekly calendar sync with your partner is the same fifteen minutes applied at home: a fixed agenda, a fixed time, and one job, which is to catch the collisions before they catch you.

What you need: 15 minutes, both calendars open, and a standing time each week, Sunday evening works for most people.

The steps

1. **Recap last week in one sentence each.** (2 minutes) What went smoothly, what didn't. Not a debrief, just enough to carry lessons forward.
2. **Walk through this week, day by day.** (5 minutes) Say out loud what's on each day, not just what's on the calendar. Late meetings, early drop-offs, anything that isn't obvious from the invite title.
3. **Name the conflicts.** (3 minutes) The moments where you're both needed somewhere different at the same time. Find them now, not at 7 AM that day.
4. **Assign who's on what.** (3 minutes) Pickup, dinner, bedtime, the appointment nobody wants to take. Say it out loud so it's decided, not assumed.
5. **Pick one thing to protect.** (2 minutes) One block this week that's off-limits to scheduling creep, a workout, a date, a kid's thing. Naming it is what makes it stick.

This week's sync

Last week in one line each

Conflicts this week

Day	Who's on pickup	Who's on dinner	Notes
Mon			
Tue			
Wed			
Thu			
Fri			

One thing we're protecting this week

When it goes sideways

One of you keeps checking your phone through it. Set a hard 15-minute timer and treat it like the meeting it is. If it can't hold your attention for 15 minutes, it's not going to hold your Wednesday together either.

You do it and then the week changes anyway. That's fine, the point isn't a perfect forecast, it's catching the conflicts you could see coming. A midweek surprise is a different problem than the ones this fixes.

It turns into a fight about who does more. Table that conversation separately. This sync is logistics, not a scorecard, and mixing the two kills the habit fast.

Fifteen minutes on Sunday buys you a week without the “wait, you had that today too?” text on Wednesday morning.



The Parenting Prism · a weekly newsletter for working parents who run things · theparentingprism.com