THE FAMILY COMMAND CENTER WORKBOOK

Build a Simple Home Hub for
Schedules, Chores, Meals & Family Communication



PLAN • ORGANIZE • SHARE • SIMPLIFY

A Step-by-Step Workbook for
Creating a Family System That Works

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HOW TO USE THIS WORKBOOK

Build your command center one decision at a time.

1 NOTICE

Identify what currently gets lost, forgotten, or misunderstood.

2 CHOOSE

Select a practical location and the information that deserves space.

3 ORGANIZE

Create simple categories for household information.

4 CONNECT

Link chores, routines, schedules, meals, and supplies.

5 COMMUNICATE

Decide how family members will add and review information.

6 TEST

Use the system for one week and simplify what does not work.

BEST RESULTS

- Complete the pages in order.
- Make decisions together when possible.
- Keep the final system simpler than you think you need.

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OUR FAMILY ORGANIZATION SNAPSHOT

Circle how true each statement feels in your home right now.

	1 NEVER	2	3 SOMETIMES	4	5 USUALLY
1. We know where to look for the family schedule.	○	○	○	○	○
2. School information has a consistent home.	○	○	○	○	○
3. Appointments are easy for everyone to see.	○	○	○	○	○
4. Chores have clear owners.	○	○	○	○	○
5. We know what household supplies need restocking.	○	○	○	○	○
6. Meal plans are visible when we need them.	○	○	○	○	○
7. Important contacts are easy to find.	○	○	○	○	○
8. Family members know where to leave reminders.	○	○	○	○	○

THE AREA WE MOST WANT TO IMPROVE:

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WHERE THINGS BREAK DOWN

Check the problems that happen in your household.

- [ ] Appointments are forgotten.
- [ ] School papers disappear.
- [ ] People ask the same schedule questions repeatedly.
- [ ] Chores are unclear.
- [ ] Tasks are assumed instead of assigned.
- [ ] We run out of household supplies unexpectedly.
- [ ] Meal plans change without everyone knowing.
- [ ] Birthday or event dates sneak up on us.
- [ ] Important phone numbers are hard to find.
- [ ] Notes are scattered across different places.
- [ ] Recurring household tasks get postponed.
- [ ] Our current system feels too complicated.

THE PROBLEM THAT CAUSES THE MOST STRESS:

WHAT USUALLY HAPPENS NEXT?

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WHAT DOES OUR COMMAND CENTER NEED TO SOLVE?

Choose the jobs your command center needs to do.

KEEP US INFORMED

- [ ] Show the weekly schedule
- [ ] Show appointments
- [ ] Hold school information
- [ ] Track birthdays and important dates
- [ ] Keep important contacts visible

KEEP US MOVING

- [ ] Show chores
- [ ] Support morning and evening routines
- [ ] Track recurring household tasks
- [ ] Show meal plans
- [ ] Capture items we need to buy

KEEP US CONNECTED

- [ ] Leave reminders
- [ ] Reduce repeated questions
- [ ] Make schedule changes visible
- [ ] Help everyone know what comes next

OUR TOP THREE JOBS FOR THE COMMAND CENTER

1. _____
2. _____
3. _____

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OUR COMMAND CENTER GOALS

Describe what you want this system to make easier.

WE WANT TO SPEND LESS TIME...

WE WANT TO FORGET FEWER...

WE WANT EVERYONE TO KNOW...

WE WANT TO FIND _____ MORE EASILY.

WE WANT OUR WEEK TO FEEL...

OUR SIMPLE DEFINITION OF SUCCESS

Our command center is working when _____.

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POSSIBLE COMMAND CENTER LOCATIONS



Look for a place your family naturally passes every day.

- [ ] Kitchen wall
- [ ] Kitchen side panel
- [ ] Mudroom
- [ ] Entryway
- [ ] Hallway
- [ ] Home office
- [ ] Laundry room
- [ ] Inside a pantry door
- [ ] Near the family dining area
- [ ] Another location: _____

OPTION A

Location: _____

Why it could work: _____

_____

_____

_____

OPTION B

Location: _____

Why it could work: _____

_____

_____

_____

OPTION C

Location: _____

Why it could work: _____

_____

_____

_____

Visibility matters more than having a large space.

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LOCATION COMPARISON

Rate each possible location from 1 to 5.

LOCATION	VISIBLE	EASY TO REACH	ENOUGH SPACE	LOW CLUTTER RISK	TOTAL
	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	
	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	
	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	○ ○ ○ ○ ○ 1 2 3 4 5	

BEST LOCATION: _____

WHAT COULD MAKE THIS LOCATION DIFFICULT?

_____

_____

_____

HOW WILL WE SOLVE THAT?

_____

_____

_____

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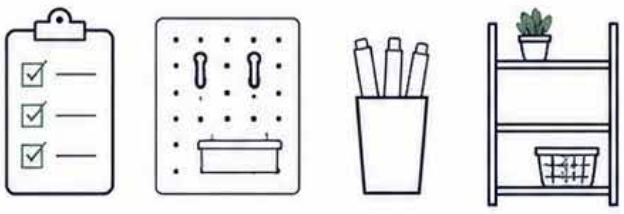
OUR COMMAND CENTER HOME BASE

Plan the space before adding organizers.

LOCATION: _____ **AVAILABLE WIDTH:** _____ **AVAILABLE HEIGHT:** _____

WHAT CAN FIT HERE?

- [ ] Calendar
- [ ] Meal plan
- [ ] Weekly planning sheet
- [ ] Supply list
- [ ] Chore reference
- [ ] Message area
- [ ] School pocket
- [ ] Pen or marker holder
- [ ] Mail or paper pocket



SKETCH OUR COMMAND CENTER

THE ONE THING THAT MUST STAY EASY TO SEE:

_____

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INFORMATION CATEGORIES

Keep only categories your family will actively use.

FAMILY SCHEDULE
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

SCHOOL
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

APPOINTMENTS
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

CHORES
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

ROUTINES
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

MEALS
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

SUPPLIES
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

RECURRING TASKS
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

BIRTHDAYS & DATES
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

IMPORTANT CONTACTS
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

MESSAGES
- [ ] KEEP
- [ ] ELSEWHERE
- [ ] NOT NEEDED

OUR COMMAND CENTER WILL USE _____ MAIN CATEGORIES.

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OUR FAMILY SCHEDULE NEEDS

Decide which commitments everyone needs to see.

- [ ] Work schedules
- [ ] Lessons
- [ ] School deadlines
- [ ] School days
- [ ] Appointments
- [ ] Pickup changes
- [ ] Sports
- [ ] Family events
- [ ] Other: _____
- [ ] Clubs
- [ ] Travel

WHAT BELONGS ON THE SHARED SCHEDULE?

WHAT DOES NOT NEED TO BE THERE?

WE WILL UPDATE THE FAMILY SCHEDULE: ☐ DAILY ☐ AS NEEDED ☐ DURING OUR WEEKLY RESET

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DESIGN OUR WEEKLY VIEW

Your shared schedule should answer: Who? What? When?

MON	TUE	WED	THU

FRI	SAT	SUN

WE NEED TO IDENTIFY PEOPLE BY:

- ☐ Name
- ☐ Initials
- ☐ Symbol
- ☐ Color on our reusable version

SCHEDULE DETAILS WE MUST ALWAYS INCLUDE:

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APPOINTMENTS & ACTIVITIES FLOW

Decide what happens when a new commitment enters the household.

1.  **WE RECEIVE THE DATE**
2.  **WE CHECK FOR CONFLICTS**
3.  **WE ADD IT TO** _____
4.  **WE SHARE ANY NEEDED DETAILS**
5.  **WE REMOVE OR UPDATE IT WHEN PLANS CHANGE**

WHO USUALLY ADDS NEW DATES?

_____

_____

_____

WHAT DETAILS MUST BE INCLUDED?

- ☐ Time
- ☐ Location
- ☐ Person
- ☐ Transportation
- ☐ What to bring

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SCHOOL INFORMATION MAP



Give each type of school information one clear home.

INFORMATION	COMMAND CENTER	FILE ELSEWHERE	DIGITAL ONLY
School calendar	○	○	○
Permission forms	○	○	○
Event notices	○	○	○
Lunch information	○	○	○
Teacher contacts	○	○	○
Sports schedules	○	○	○
Homework reminders	○	○	○
Report information	○	○	○

PAPERS THAT NEED ACTION GO HERE: _____

PAPERS WE NEED TO KEEP GO HERE: _____

✓ Do not store every school paper at the command center. ✓

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BIRTHDAYS & IMPORTANT DATES





Choose recurring dates your household wants to remember.

BIRTHDAYS

ANNIVERSARIES

SCHOOL & FAMILY MILESTONES

OTHER RECURRING DATES

HOW EARLY DO WE WANT A REMINDER?

○ 1 WEEK ○ 2 WEEKS ○ 1 MONTH

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IMPORTANT CONTACTS

Keep frequently needed household contacts easy to find.

NAME / SERVICE	PHONE	NOTES
School		
Doctor / Clinic		
Dentist		
Childcare		
Neighbor		
Family Contact		
Home Service		
Other		

CONTACTS THAT SHOULD STAY PRIVATE OR STORED ELSEWHERE:

Avoid displaying sensitive personal information in a public household area.

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WHAT NEEDS TO BE READY EACH WEEK?

Identify what your family needs to know before the week begins.

- [ ] Work schedules
- [ ] School events
- [ ] Appointments
- [ ] Activities
- [ ] Transportation changes
- [ ] Meals
- [ ] Chores
- [ ] Household errands
- [ ] Upcoming birthdays
- [ ] Forms or deadlines

THE THREE THINGS WE MOST OFTEN NEED TO DISCUSS:

1. _____
2. _____
3. _____

OUR WEEKLY PLANNING DAY: _____

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OUR CURRENT CHORE FLOW

Think about what happens from 'this needs doing' to 'finished.'

HOW DO WE NOTICE A CHORE?

HOW DOES SOMEONE KNOW IT IS THEIRS?

HOW DO WE KNOW IT WAS FINISHED?

WHAT HAPPENS IF IT IS NOT DONE?

WHERE DOES OUR CHORE FLOW BREAK DOWN MOST OFTEN?

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WHO OWNS WHAT?



Ownership means knowing who is responsible without waiting to be asked.

HOUSEHOLD TASK	PRIMARY OWNER	BACKUP
Dishes	☐	☐
Trash / Recycling	☐	☐
Laundry	☐	☐
Pet care	☐	☐
Kitchen reset	☐	☐
Bathroom reset	☐	☐
Mail / Papers	☐	☐
Supply restocking	☐	☐
Other	☐	☐

TASKS THAT STILL FEEL UNCLEAR:

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DAILY ROUTINE MAP

Notice the repeated moments when reminders are most useful.

MORNING

What needs to happen?

What usually gets forgotten?

AFTER SCHOOL / WORK

What needs to happen?

What usually gets forgotten?

EVENING

What needs to happen?

What usually gets forgotten?

THE ROUTINE THAT MOST NEEDS SUPPORT:

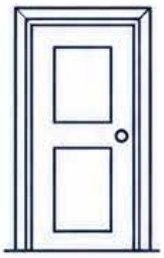
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MORNING ROUTINE FLOW

Build a short sequence your family can follow without repeated reminders.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____





WHAT MUST BE READY THE NIGHT BEFORE?

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____





THE MORNING REMINDER WE WANT TO STOP REPEATING:

_____

_____

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AFTER SCHOOL / WORK RESET

Create a landing routine for the things that enter the house.

- [ ] Hang coats and bags
- [ ] Put shoes where they belong
- [ ] Empty school or work papers
- [ ] Add new dates to the family system
- [ ] Place forms needing action in one location
- [ ] Return reusable items
- [ ] Add needed supplies to the list

OUR DROP ZONES

Bags: _____

Keys: _____

School papers: _____

Mail: _____

ONE CHANGE THAT WOULD MAKE THIS ROUTINE EASIER:

_____

_____

_____

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EVENING RESET FLOW

A short evening reset can reduce tomorrow's confusion.

- [ ] Check tomorrow's schedule
- [ ] Prepare bags
- [ ] Set out needed items
- [ ] Review transportation
- [ ] Check meal plan
- [ ] Finish kitchen reset
- [ ] Add new reminders
- [ ] Confirm anything unusual tomorrow

OUR THREE NON-NEGOTIABLE EVENING STEPS

1. _____
2. _____
3. _____

WE WANT THIS RESET TO TAKE ABOUT _____ MINUTES.

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RECURRING HOUSEHOLD TASKS

List tasks that repeat but are easy to forget.

TASK	HOW OFTEN?	WHO OWNS IT?	WHERE WILL WE TRACK IT?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

ideas to get you started

- Filters
- Trash day
- Pet supplies
- Medication pickup
- Library returns
- School forms
- Home maintenance
- Refills

THE TASK WE MOST OFTEN REMEMBER TOO LATE:

_____

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OUR WEEKLY RESET ROUTINE

Choose a short weekly routine that keeps the command center current.

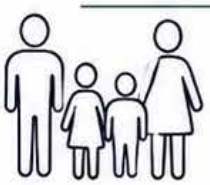
- [ ] Remove outdated papers
- [ ] Review the coming week
- [ ] Add appointments and activities
- [ ] Check school information
- [ ] Review chores
- [ ] Confirm meals
- [ ] Check supplies
- [ ] Discuss unusual schedule changes
- [ ] Add birthdays or deadlines

OUR RESET DAY: _____

OUR RESET TIME: _____

WHO SHOULD PARTICIPATE? _____

KEEP IT SHORT



Our target reset time: _____ minutes.

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COMMAND CENTER SUPPLY INVENTORY

Choose only supplies that support the system.

ITEM	HAVE	NEED	NOT NEEDED
Pens	○	○	○
Pencils	○	○	○
Dry-erase markers	○	○	○
Clips	○	○	○
Magnets	○	○	○
Folders	○	○	○
Paper pocket	○	○	○
Small bin	○	○	○
Sticky notes	○	○	○
Calendar	○	○	○

OTHER SUPPLIES WE ACTUALLY NEED:

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WHERE WILL SUPPLIES LIVE?

Give every tool a home before clutter begins.

WRITING TOOLS

1. _____
2. _____
3. _____

PAPERS NEEDING ACTION

1. _____
2. _____
3. _____

PAPERS TO FILE

1. _____
2. _____
3. _____

SCHOOL ITEMS

1. _____
2. _____
3. _____

OTHER COMMAND CENTER SUPPLIES

1. _____
2. _____
3. _____

OUR STORAGE SHOULD BE:

- ☐ Easy to reach
- ☐ Easy to return items to
- ☐ Clearly labeled
- ☐ Limited enough to prevent clutter

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OUR MEAL PLANNING NEEDS

Decide what meal information needs to be visible to the household.

- ☐ Dinner plan
- ☐ Breakfast reminders
- ☐ Packed lunch needs
- ☐ Defrost reminders
- ☐ Takeout night
- ☐ Leftover night
- ☐ Special events
- ☐ Grocery reminder



WHO NEEDS TO SEE THE MEAL PLAN?

_____

_____

_____

_____

WHAT QUESTION SHOULD THE MEAL PLAN ANSWER?

_____

_____

_____

Our meal information should stay: ☐ AT THE COMMAND CENTER ☐ IN THE KITCHEN ☐ DIGITAL ☐ COMBINATION

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BUILD OUR SIMPLE MEAL REFERENCE

Keep the shared meal view easy to scan.

DAY	WHAT THE FAMILY NEEDS TO KNOW
MON	
TUE	
WED	
THU	
FRI	
SAT	
SUN	

MEAL NOTES WE MAY NEED TO ADD:

- ☐ Defrost
- ☐ Prep ahead
- ☐ Late activity
- ☐ Use leftovers
- ☐ Eat out

IF PLANS CHANGE, WHO UPDATES THE MEAL INFORMATION?

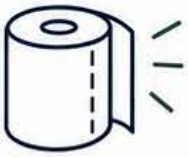
_____

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GROCERY & SUPPLY RESTOCK FLOW

Decide what happens the moment someone notices you are running low.

1 SOMEONE NOTICES WE ARE LOW



2 THEY ADD IT TO _____



3 THE LIST IS REVIEWED BEFORE SHOPPING



4 THE ITEM IS PURCHASED



5 THE ITEM IS PUT AWAY



CATEGORIES TO TRACK

- ☐ Groceries
- ☐ Cleaning supplies
- ☐ Paper products
- ☐ Pet supplies
- ☐ School supplies
- ☐ Personal-care basics

ONE LIST OR SEPARATE LISTS?

◯ ONE SHARED LIST ◯ SEPARATE LISTS

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WHERE COMMUNICATION BREAKS DOWN

Notice the types of household information that do not reach everyone.

- [ ] Last-minute schedule changes
- [ ] Appointments
- [ ] School events
- [ ] Transportation plans
- [ ] Chore expectations
- [ ] Things we need to buy
- [ ] Meal changes
- [ ] Forms or deadlines
- [ ] Visitors or special plans

WHAT DO WE CURRENTLY RELY ON?

- [ ] Memory
- [ ] Text messages
- [ ] Paper notes
- [ ] Verbal reminders
- [ ] Digital calendar
- [ ] Other _____

WHAT INFORMATION NEEDS A MORE RELIABLE HOME?

_____

_____

_____

_____

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OUR FAMILY COMMUNICATION RULES

Write simple rules everyone can follow.

1. **NEW APPOINTMENTS GET ADDED TO:**

2. **SCHOOL PAPERS NEEDING ACTION GO:**

3. **ITEMS WE NEED TO BUY GO:**

4. **SCHEDULE CHANGES ARE SHARED BY:**

5. **COMPLETED OR OUTDATED PAPERS ARE:**

6. **WE REVIEW THE COMMAND CENTER:**

OUR MOST IMPORTANT RULE

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MESSAGE & HANDOFF SYSTEM

Choose how information that needs another person's attention will be handled.

GOOD FOR THE COMMAND CENTER

- [ ] Forms to sign
- [ ] Simple reminders
- [ ] Items to buy
- [ ] Schedule notes
- [ ] Family announcements

BETTER SENT DIRECTLY

- [ ] Urgent changes
- [ ] Private information
- [ ] Time-sensitive messages



LEAVE MESSAGE →  **PERSON SEES IT** →  **ACTION HAPPENS** →  **MESSAGE IS REMOVED**

HOW WILL WE SHOW THAT A MESSAGE HAS BEEN SEEN?

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DESIGN OUR REFERENCE PAGES

Reference pages hold information you use repeatedly without rewriting it every week.

IMPORTANT CONTACTS

SCHOOL INFORMATION

WEEKLY ROUTINES

CHORE OWNERSHIP

RECURRING TASKS

MEAL FAVORITES

HOUSEHOLD SERVICES

EMERGENCY INFORMATION

REFERENCE PAGES WE WILL CREATE:

1. _____
2. _____
3. _____
4. _____
5. _____

Keep sensitive information stored securely when appropriate.

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OUR ONE-WEEK TEST PLAN

Use the system normally for seven days before deciding what to change.

TEST START DATE: _____ | **TEST END DATE:** _____

OUR WEEKLY TEST CHECKLIST

- [ ] Post the weekly schedule
- [ ] Use the chore system
- [ ] Use the meal reference
- [ ] Add new appointments
- [ ] Use the supply list
- [ ] Place school information correctly
- [ ] Use the message system
- [ ] Complete one weekly reset

DURING THE TEST, WE WILL NOTICE:

- [ ] What gets used
- [ ] What gets ignored
- [ ] What becomes clutter
- [ ] What is missing
- [ ] What feels unnecessarily complicated

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7-DAY COMMAND CENTER CHECK-IN

At the end of each day, make a quick note about the system.

DAY	USED IT?	WHAT WORKED?	WHAT GOT MISSED?
DAY 1	○ YES ○ SOMEWHAT		
DAY 2	○ YES ○ SOMEWHAT		
DAY 3	○ YES ○ SOMEWHAT		
DAY 4	○ YES ○ SOMEWHAT		
DAY 5	○ YES ○ SOMEWHAT		
DAY 6	○ YES ○ SOMEWHAT		
DAY 7	○ YES ○ SOMEWHAT		

THE MOST USEFUL PART SO FAR:

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TEST WEEK ISSUE LOG

Write down problems as they happen. Fix them after the full test week.

WHAT HAPPENED?	WHY?	POSSIBLE FIX

COMMON ISSUES TO WATCH FOR

- ☐ Too much information
- ☐ Not enough space
- ☐ People forget to update it
- ☐ Important information is hard to see
- ☐ Supplies create clutter
- ☐ A category is unnecessary

Do not add more complexity unless it solves a real problem.

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OUR FINAL COMMAND CENTER BLUEPRINT

Keep what worked. Simplify what did not.

1 OUR COMMAND CENTER LOCATION

2 OUR MAIN INFORMATION CATEGORIES

1. _____
2. _____
3. _____
4. _____
5. _____

3 OUR WEEKLY RESET DAY

4 OUR MOST IMPORTANT COMMUNICATION RULE

5 WHAT WE REMOVED OR SIMPLIFIED AFTER THE TEST

OUR COMMAND CENTER NOW FEELS:

1	2	3	4	5
TOO COMPLICATED		MANAGEABLE		SIMPLE & USEFUL

WE BUILT A FAMILY COMMAND CENTER THAT FITS THE WAY OUR HOUSEHOLD ACTUALLY WORKS.

Next review date: _____

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ORGANIZED FAMILIES HAPPIER DAYS

LESS STRESS MORE TIME TOGETHER

Helpful printables for home, family, and everyday organization.

