

# GET ORGANIZED CHECKLIST: COMMAND CENTER

## Schedules

- Choose a calendar
- Fill in calendar with upcoming events
- Post a weekly schedule & fill in details



## Paperwork

- Set up files/folders for each family member
- Set up an inbox and outbox for mail
- Bill paying supplies — checkbook, stamps, envelopes



## Communication

- Phone and answering machine
- Message board or pad
- To do list
- Grocery shopping list
- Post important contact information



## Extras

- Chore charts/daily routine checklists
- Key hooks
- Charging station

