

Day 2: Create a Control Center

A Control Center is simply your family's hub of information. A place where information flows through and to.

What it is... A place for: calendars, meal plans, lists, emergency numbers... etc.

What it isn't... A drop zone.

Where it should be... Centrally located in your home's traffic zone.



Suggested Tools:

- A shelf-size acrylic file folder, color coded hanging files, household binders, bulletin board, chalkboard or whiteboard, and a phone/tablet charging station
- Checklist
- Gather supplies appropriate to your choice of bulletin board, whiteboard or chalkboard: magnetic clips, calendars, dry-erase markers, and push pins.
- Hang your board/s, post menus, calendars, and other essential information.
- Place identified needed files in their chosen location
- Fill in your calendar.
- Post at least tonight's dinner. I use the 31Daily.com [Weekly Dinner Plan](#).

Tomorrow

- Entryway. We'll clean, declutter... and repurpose!