ONE PLACE THE HOUSEHOLD LOOKS

COMMAND CENTER CHECKLIST

A command center works when it is on the path people already walk. Put it where the bags land, not where it looks best.

LOCATION FIRST

- [ ] On the route between door and kitchen
- [ ] Visible without going looking
- [ ] Where bags and mail already land
- [ ] Lit well enough to read at night

WHAT IT HOLDS

- [ ] One shared calendar, large enough to read standing
- [ ] Keys, one hook each
- [ ] Landing zone per person, labeled
- [ ] Charging point, out of the walkway
- [ ] Mail sorter with an action slot

WHAT IT MUST NOT BECOME

- [ ] Not a display shelf
- [ ] Not a second junk drawer, vertical
- [ ] Not storage for anything without a date

THE HABIT THAT MAKES IT WORK

- [ ] Everything gets emptied at the same time each day
- [ ] Anything with no action goes straight to the bin
- [ ] The calendar is looked at once a week, out loud

WHERE YOURS GOES

Name the wall. It should be somewhere you already stop, not somewhere you would have to start stopping.

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