

A WORKING TEMPLATE, NOT A THEORY

The Household Systems Planner

Four parts: schedules, inventories, routines, written procedures. Miss one and you feel it in a predictable way. Build in order, starting with whichever gap costs you most this month.

START HERE, ONE WEEK OF NOTICING

Log every point of friction for seven days, one line each. Fix nothing yet. The pile with the most lines is where you start.

ONE, SCHEDULES

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| ■ One calendar the whole household can see, not one per person | ■ A weekly anchor point where the coming week is looked at once |
| ■ Recurring maintenance with real intervals: filters, gutters, seasonal changeovers | ■ A rule for what happens when a date moves |

TWO, INVENTORIES

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| ■ What you own, where it lives, how much is left | ■ Warranty window per appliance |
| ■ Start with pantry, fridge, freezer, supply closets | ■ One agreed name per item, used by everyone |
| ■ Model and purchase date on every major appliance | |

THREE, ROUTINES

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| ■ Anchored to events, not clock times | ■ A reset routine for rooms that drift |
| ■ After breakfast, before leaving, after dinner | ■ One a week that may be skipped without failing |
| ■ Each one names what finished looks like | |

FOUR, WRITTEN PROCEDURES

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| ■ A procedure per recurring task, written once | ■ Vendors: names, numbers, who may enter |
| ■ In every language spoken in the house | ■ Water shutoff, breaker panel, gas valve |
| ■ Photographs where words are ambiguous | |

THE FIRST THING YOU WILL BUILD

The one system that, if it ran reliably, would change your week most.

We build these systems for you.

Most people know which area is weakest. What they lack is the two uninterrupted weeks it takes to fix it. That is the part we do: we build it, document it in English and Spanish, train the people who use it, and stay on to adjust it.

Book a consultation at sortandplace.com