

Build Your Four-Zone Hub

One shared system can span two nearby surfaces. Safe and usable beats perfectly matched.

1. CALENDAR - SEE IT

One master calendar. Mark each child's plans with the same lane cue used everywhere else.

2. PAPERS - DECIDE IT

One incoming pocket per child. Every paper must return, record, act, file, or release.

3. CHARGING - RESET IT

Use a separate hard, dry, open surface. Keep active charging away from paper and fabric.

4. DROP ZONE - LEAVE WITH IT

Give each child one dependable home for a backpack and the items that leave again.

Where does the mess already land?

MAIN ENTRY ROUTE _____

PAPER-OPENING SPOT _____

NEAREST SUITABLE OUTLET _____

BACKPACK LANDING SPOT _____

TEST BEFORE YOU MOUNT

- ☐ Outline the pieces with painter's tape.
- ☐ Check cabinet doors, walkways, reach, and bag weight.
- ☐ Split the charging area from the wall if the outlet or surface is not suitable.

Create Three Kid Lanes

Choose one color, name, or icon per child and repeat it in every zone.

KID LANE 1

Repeat this cue on calendar, papers, device, and bag spot.

NAME _____

COLOR _____

ICON _____

KID LANE 2

Repeat this cue on calendar, papers, device, and bag spot.

NAME _____

COLOR _____

ICON _____

KID LANE 3

Repeat this cue on calendar, papers, device, and bag spot.

NAME _____

COLOR _____

ICON _____

Cut-apart mini labels - write the child's name or icon, then use one label in each zone.

CALENDAR

PAPERS

DEVICE

BACKPACK

CALENDAR

PAPERS

DEVICE

BACKPACK

SEE

Weekly Family Calendar

Use one master calendar. Add the item that must leave the house, not only the event.

WEEK OF _____

MON	TUE	WED	THU	FRI	SAT	SUN

SHARED FAMILY NOTE

School Paper Decision Sheet

The paper pocket is a landing place, not an archive. Give every page an exit.

RETURN

Sign or complete it, then put it directly into the correct backpack.

RECORD

Move the date or reminder to the master calendar.

ACT

Payment, reply, or decision needed. Keep the child's lane cue attached.

FILE

Move long-term or private records into a closed family file.

RELEASE

Recycle or shred anything that no longer has a job.

CHILD

PAPER

Today's paper triage

☐ Return☐ Record☐ Act☐ File☐ Release

NOTES

Sign and Return Tracker

Use this only for papers that need action. Move completed items back to the backpack.

CHILD	FORM OR PAPER	DUE	ACTION	IN BAG
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

A checked box means the paper is physically back in the correct bag.

After-School Landing Checklists

Keep the child-facing routine short. Adults can process papers after everything lands.

CHILD 1

Name or lane cue: _____

- ☐ Backpack to its spot
- ☐ Lunchbox and bottle to kitchen
- ☐ Papers to my pocket
- ☐ Device to charging spot, if needed

CHILD 2

Name or lane cue: _____

- ☐ Backpack to its spot
- ☐ Lunchbox and bottle to kitchen
- ☐ Papers to my pocket
- ☐ Device to charging spot, if needed

CHILD 3

Name or lane cue: _____

- ☐ Backpack to its spot
- ☐ Lunchbox and bottle to kitchen
- ☐ Papers to my pocket
- ☐ Device to charging spot, if needed

Adult reminder: Younger children can land bags and papers. Adults manage outlets, damaged cords, heavy loads, and private documents.

Weekly Command Center Reset

A short reset keeps the hub moving. Overflow is feedback, not a reason to buy a bigger bin.

- ☐ Clear expired notices and old reminders.
- ☐ Review the coming week on the master calendar.
- ☐ Return completed forms to the correct backpack.
- ☐ Move private or long-term documents to a closed file.
- ☐ Recycle or shred papers that have no next action.
- ☐ Check hooks, shelves, and furniture for secure installation.
- ☐ Inspect cords and devices; clear paper and fabric from the charging surface.
- ☐ Restock only the pen, labels, or supplies the system actually uses.

FIX THE FRICTION

What overflowed? _____

What was too high, heavy, hidden, or hard to return? _____

What can leave the command center this week? _____

SAFETY CHECK

Keep active charging on a hard, dry, open surface and away from paper or fabric. Use the device maker's charger and do not overload outlets. Stop using a device or battery that smells unusual, changes color or shape, leaks, makes odd noises, or becomes excessively hot. Secure top-heavy furniture according to its instructions.

Sources: usfa.fema.gov/prevention/home-fires/prevent-fires/batteries/ | cpsc.gov/Safety-Education/.../AnchorItgov