

CREATE ZONES IN YOUR HOME

1. LANDING ZONE + LAUNCH PAD

Think of this space as your very own butler. You come home, and there is a space to drop off (and put away) each item you own. When you are ready to leave, all your personal effects are there waiting for you. Typically this zone is located near the door you use the most – a garage entry, the front door hall or hall closet, mudroom, laundry room, or a nearby wall. This area should be tidied up daily or several times per week and reset weekly.

WHAT CAN YOU STORE IN THIS ZONE: It depends on how much space you have and the foundation of the space, i.e., drawers, cubbies, closets, hooks, etc. **TYPICAL ITEMS STORED INCLUDE:** keys, purse, backpacks, jackets, umbrella, sunglasses/sunscreen, beach bag, returns, library books, things to give back to a neighbor or take to a vacation home.

2. DONATION STATION

Sometimes donation stations are kept in the landing zone, ready to be taken to a donation center. Or donation stations can be a designated basket or bag placed in children's closets, grown-up closets, or a common area in the home where everyone knows they can easily donate items they no longer need or want. Once full, drop off while running other errands.

3. COMMAND CENTER OR HOME OFFICE

The brains of running a home, family, and life. Depending on your needs, this space can be a separate office, a nook in the kitchen, binder in a cabinet, or bulletin board on the wall. The key is having a central location for the business side of the home. You may want to keep bill paying and filing in the office and calendars, school memos, and active paperwork in a more convenient spot.

WHAT CAN YOU STORE IN THIS ZONE: a family calendar, school paperwork, bills, checkbooks, files, office supplies, incoming mail, paper sorting and action files, or anything that makes running your household easier.

4. GIFT WRAPPING STATION

Corral all the ribbons, wrapping papers, gift bags, and name tags in one spot. Use a gift wrap organizer, over the door organizer, a basket, a drawer, or an under the bed box. For convenience, you can store gifts you already have on hand nearby, greeting cards, tape, and scissors, so you are ready to go when you need a gift!