PLANNING

Choose one home base

Use one visible place for this week?s calendar, meals, tasks, and reminders.

WEEKLY FAMILY COMMAND CENTER

SET A CLEAR NEXT STEP

Write one action you can complete before your next review.

- [ ] Name the task
- [ ] Choose a realistic time
- [ ] Identify the needed material

EXAMPLE

Example: ·Complete one focused task, then record what changed.·

PUT IT INTO PRACTICE

What is the smallest useful next action?

DECIDE WHAT MATTERS

Use facts and constraints to choose the next step instead of trying to do everything at once.

- [ ] Check the official requirement
- [ ] Consider time and support needed
- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Hold a weekly huddle

Use a 15-minute agenda: calendar, meals, needs, owners, and one priority.

WEEKLY FAMILY COMMAND CENTER

USE A PRACTICAL CHECKLIST

Keep the details visible so the next person can act without guessing.

- [ ] Confirm the date or requirement
- [ ] Record the owner
- [ ] Save the official source or contact

EXAMPLE

Example: ·Status: waiting for reply; owner: me; next check: Thursday.·

PUT IT INTO PRACTICE

What is still unclear, and who can confirm it?

DECIDE WHAT MATTERS

Use facts and constraints to choose the next step instead of trying to do everything at once.

- [ ] Check the official requirement
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- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

See the week at a glance

Add fixed events first, then add preparation time for forms, rides, and supplies.

WEEKLY FAMILY COMMAND CENTER

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PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Plan meals flexibly

Choose two easy meals, leftovers night, and a pantry backup.

WEEKLY FAMILY COMMAND CENTER

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PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Share chores fairly

Define frequency, standard, owner, and backup for each recurring task.

WEEKLY FAMILY COMMAND CENTER

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- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Prepare for launches

Use a night-before list for bags, weather, forms, keys, and care items.

WEEKLY FAMILY COMMAND CENTER

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- [ ] Check the official requirement
- [ ] Consider time and support needed
- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Reset and improve

Notice what helped, remove stale items, and make one practical change.

WEEKLY FAMILY COMMAND CENTER

USE A PRACTICAL CHECKLIST

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- [ ] Record the owner
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EXAMPLE

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PUT IT INTO PRACTICE

What is still unclear, and who can confirm it?

MAKE ONE IMPROVEMENT

Keep what worked and change only one obstacle for the next cycle.

- [ ] Keep one helpful habit
- [ ] Remove one stale item
- [ ] Schedule the next review

PUT IT INTO PRACTICE

What made this week easier?