



The Organised You
TAKE BACK YOUR LIFE

THE COMMAND CENTRE ESSENTIALS

THE MOST IMPORTANT ITEMS YOU NEED
FOR A FUNCTIONAL AND ORGANISED
COMMAND CENTRE



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IMPORTANT THINGS TO REMEMBER

If you haven't taken part in the 7-day Command Centre Challenge, I urge you to join the fun! ([click here to join](#) or visit www.theorganisedyou.com/free-challenge). The challenge will walk you through the steps you need to take in order to set up a truly functional and organised command centre.

In the meantime, this handy checklist of the command centre essentials will get your wheels turning about exactly what you want to (and should) incorporate in this hard-working space!

You may not need ALL of the items on the list below - it really comes down to thinking about what would work best for you, your family and your particular home situation.

After completing the checklist, don't make the mistake of thinking you need to go out and spend a fortune on fancy new organising products.

Before I personally launch into any new project, I always 'shop my home' first to see if I have any existing products that could be useful or repurposed.

I want you to do the same for your command centre - shop your own home and see what could possibly be re-used in this new space.

Use the table below to mark the items you NEED, the items you WANT, and any items you could REPURPOSE OR RE-USE from another area of your home.

I am so passionate about the benefits of family command centres because I know just how much time, effort and energy they save you each and every day. I really want that for you!

I do hope you find this checklist helpful.

All my best,

xx Jo

~ CHECKLIST ~
THE COMMAND CENTRE ESSENTIALS

	NEED	WANT	REPURPOSE/ RE-USE
Space!			
Office supplies - pens, pencils, textas, eraser, glue-stick, sharpener, sticky-tape, hole-punch, scissors, paperclips			
Memo board - chalk/ magnetic / cork / whiteboard			
Calendar			
Family schedule			
Paper sorting system - in/out box or file folders for mail, bills, school papers			
Charging station			
Letter supplies i.e. envelopes, stamps			
Household binder			
Weekly planner / to-do list / notepad			
Storage for electronic devices			
Meal plan display			
Kids' chore chart/s			
Cleaning and household chores checklist/schedule			

	NEED	WANT	REPURPOSE/ RE-USE
Decor - photos, artwork, pictures, quotes, decorative items			
Bag storage spot			
Shoe storage			
Coat storage			
Storage for sunglasses, wallet, keys (i.e. rack, bowl, hooks)			
Storage for pet supplies			
Individual cubbies for each family member			

** Looking at the list above, which items are your top 5 essentials for your command centre? *List your top 5 items below:*

1. _____
2. _____
3. _____
4. _____
5. _____

Want to be more productive and efficient each and every day?
Want to create more *calm and order* in your life?

Check out The Productivity Pack:
<https://courses.theorganisedyou.com/p/productivity-pack>

For only \$7, the Productivity Pack will help you to stay on top of your to-do's, set goals, plan your time and create routines, all in one place!