The Five Back to School Systems

Decide these five things once in August so nobody decides them at ten past eight on a Tuesday.

> It will slip around week four. Rebuild the launch pad only, and let the other four come back the following week.

THE FIVE SYSTEMS

- [ ] Launch pad by the door, loaded the night before
- [ ] Paper sorted standing up: act, diary, keep
- [ ] Uniform out the night before, socks and shoes included
- [ ] Lunch station on one reachable shelf
- [ ] Homework caddy, portable, supplies already in it

THE SUNDAY RESET, TEN MINUTES

- [ ] Empty every bag, including side pockets
- [ ] Clear the tray, sign what needs signing
- [ ] Set out five days of uniform
- [ ] Restock the lunch station
- [ ] Put the week's dates in the calendar

THE PAPER RULE

- [ ] Act on it: goes in the tray, done that evening
- [ ] Diary it: date in the phone, paper recycled
- [ ] Keep it: one flat box per child per year
- [ ] Artwork: photograph it, keep three or four

NOTES

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