

# Family Command Center Weekly Reset

Clear the old week, route the current paper, and leave the wall ready to use.

## ■ THIS WEEK'S RESET

Week of \_\_\_\_\_ Reset day and time \_\_\_\_\_ Reset owner \_\_\_\_\_

## ■ CLEAR AND RESTORE THE WALL

|                                                          | RESET                    |
|----------------------------------------------------------|--------------------------|
| Remove finished and outdated paper                       | <input type="checkbox"/> |
| Move ready-to-leave items to the outgoing spot           | <input type="checkbox"/> |
| Route unresolved paper to its owner                      | <input type="checkbox"/> |
| Check the at-a-glance view against the current plan      | <input type="checkbox"/> |
| Return pens, keys, and repeat objects to their spots     | <input type="checkbox"/> |
| Clear anything blocking a hook, pocket, door, or walkway | <input type="checkbox"/> |

## ■ PAPER STILL NEEDING ACTION

A current paper needs an owner and a next date, not a permanent stay in the pocket.

Paper or decision \_\_\_\_\_ Owner \_\_\_\_\_ Next date \_\_\_\_\_

Paper or decision \_\_\_\_\_ Owner \_\_\_\_\_ Next date \_\_\_\_\_

Paper or decision \_\_\_\_\_ Owner \_\_\_\_\_ Next date \_\_\_\_\_

## ■ MAKE NEXT WEEK EASIER

One spot people kept missing \_\_\_\_\_

One move, removal, or label to test \_\_\_\_\_