

Systems Reboot Checklist

TASK		WORKING WELL	WORKING PASSABLY	NOT WORKING
Calendar & Appointments	Your current setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To -do Lists/Task Lists	Your current setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Household Cleaning/Maintenance	Method for making sure they get done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Routines	Daily/weekly – set up and working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Projects	Management/tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goals	Planning & tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recipes	Storing & locating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Menu Plans	Method for planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groceries	Shopping trip planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Prep	Happening when it needs to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Records	Place/method for storing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Important Documents	Place/method for storing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Inventory	Complete and has a place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warranties	Place/method for storing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Places to Go	Notes of where you want to visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Random Ideas	Method/place for tracking "brain dumps" and random thoughts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	Method for knowing what is stored where	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cards and Gifts	Tracking who and when to buy for/send	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holiday Plans	Notes of anything you need to know. to celebrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gift Lists	Wish lists & gift-buying/-making plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation Plans	Notes for upcoming vacations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK		WORKING WELL	WORKING PASSABLY	NOT WORKING
Address Book/Rolodex	Place for tracking contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appliance Info	Place/method for tracking serial no.'s. repairmen. etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Maintenance Info	Notes on what has been done and when	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mileage & Expenses	Place to note this information for tax season	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget	Plan for what money is to be spent when & how	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bills & Taxes	Place/method for storing the information & for making sure it gets taken care of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Goals	Method for tracking goals/progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debt Reduction	Plan & place to track progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investments	Information on what is invested and where	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passwords	Place/method for keeping track	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Info	Place to track serial no.'s. license keys. etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Files	Method for organizing the actual data on your computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hobby Supplies	Knowing what you have and where	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photos & Negatives	Digital & physical photos – storage, tracking, & making sure they're labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garden Plans	Plans for what to plant, where, and when	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prayer	Tracking requests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journaling	When/where to keep your personal thoughts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Paperwork	Homeschool plans -OR- school information & saved work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extracurricular	Club schedules, team rosters, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Business	Business paperwork – method for storing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Info	Place to keep track of emergency numbers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plans	Determined & written plans for various emergency scenarios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	Method for tracking other paperwork and/or information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper Flow	Plan for how incoming paper should move through your system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How to Use This Checklist

Organization is not a “once and done” thing. We change and grow, our families change and grow, and our lives are constantly in flux. This means our organizational needs are also constantly in flux – and if we don’t re-evaluate now and then, we’ll outgrow the systems that *were* working well for us. This worksheet is intended to facilitate that re-evaluation – or “reboot,” if you will.

Note that it is not intended to help organize your “stuff” (your physical belongings). (A better method for that is to go room-by-room and consider the functions each room should have and the categories of “stuff” it needs to hold. Then you can consider what’s working.) It is, rather, intended to be a relatively thorough overview of the categories of *information* you need to have places/methods for keeping up with and the *systems* (or *processes*) you need to have in place in order to keep your household running smoothly.

A brief explanation is included with each line item to help clarify what is meant. If you need more information about any of the categories, or help adjusting your methods to be more workable for you at this point in your life, you can head over to titus2homemaker.com/2012/12/getting-organized/ where you’ll find links to each category.

You can, if you choose, ignore the center “working passably” column, and simply indicate that a given area is working or not working as it currently stands. If you want a little more guidance regarding which areas need the most work first, use all three columns. If your current setup for a given category is working smoothly as-is, mark it as “working well.” If it’s getting the job done, but not as smoothly as you’d like – it could benefit from tweaking – mark it as “working passably.” If it’s broken and needs work to be functional again, mark it as “not working.” (If a category doesn’t apply to you at all, just draw a line through the whole row, or skip over it.)

(If you want, you can also make notes. If, for instance, your overall weekly routine is working, but your morning getting-ready-to-get-out-the-door routine is not, just jot yourself a note. You don’t have to show this worksheet to anyone else or keep it looking pretty; it’s a tool for you!)

Now you know which areas need attention first. The “not working” items need the most work, and the “working passably” can use some tweaking whenever you can get to them. The “working well” areas serve as a reminder that even though it may seem like *nothing* is working, that probably isn’t really the case!