

Create your very own Family Command Center full of vital information... corral everything you need "at-the-ready" in one handy easy-to-access notebook—emergency medical information, babysitter notes, important phone numbers, meal planning tools, home cleaning schedules, birthday lists, and more!

## essential supplies

- 3-ring binder
- hole punch
- dividers

## optional supplies

- sheet protectors
- business card pages
- double pocket dividers

Here are some suggestions\* on how to set up your family command center notebook:

### 1. daily management

- keepin' up up-keep list
- week at a glance calendar
- the eat sheet menu planner
- grocery shopping checklist
- 4-hour cleaning checklist
- house cleaning checklist

### 2. emergency information

- important phone numbers
- in case of emergency info
- home / neighborhood layout
- directions to urgent care
- evacuation routes / plan

### 3. children & family

- babysitter reference
- medical information
- food / allergy tracker
- health / immunizations
- child vital stats / photo
- child identifying features
- toddler teething chart

### 4. event planning

- birthday reminder chart
- birthday party planner
- vacation ready prep list
- head-to-toe packing list
- holiday gift tracker

### 5. household reference

- spring cleaning chore list
- fall cleaning chore list
- stain removal basics
- guest room checklist
- go-to numbers

### 6. financial records

- financial goals cheat sheet
- monthly spending chart
- monthly budget tracker
- itemized donations
- document tracker

### 7. additional tools

- monthly calendar
- wallet reminder sleeves
- emergency plan cards
- cook's helpers

## MISSION

*[ real neat ] faithfully helps overwhelmed moms, busy homeowners, and ambitious professionals learn practical time- and space-saving organizing solutions.*

## SPECIALTIES

- Home, Family, Children
- Office, Paper, Finances
- Time & Productivity
- Tools & Technology
- Speaking & Training

## SERVICES

- Home Organizing Parties
- Organizing Consultations
- Hands-On Organizing Services
- Home Staging & Space Planning
- Seminars & Workshops
- Freelance Writing
- Website Design

## ONLINE



## DETAILS

REAL NEAT LLC  
PO BOX 333  
GEORGETOWN KY 40324

phone: (859) 321-4759

*Michelle*

MICHELLE DEO  
Professional Organizer  
[www.realneat.com](http://www.realneat.com)