

24-Hour Intake Checklist

A simple household reset for what comes in



NOTICE → DECIDE → DIRECT → CLOSE THE LOOP

Items only stay temporary when they have a next step.
Use this checklist within 24 hours so everything gets noticed,
decided, directed, and the loop gets closed.

1 NOTICE

Did something new enter the home?

- ☐ Package / delivery
- ☐ Shopping purchase
- ☐ Mail / paper
- ☐ Gift / free item
- ☐ School / family item
- ☐ Pet item

2 DECIDE

What happens next?

- ☐ Keep
- ☐ Return
- ☐ Donate / give away
- ☐ Recycle / discard
- ☐ Action

DIRECT

Give it a destination.
It has a specific home
It goes where it is used
It joins an existing system
No 'for now' pile
Paper sorted
Item is no longer in limbo

CLOSE THE LOOP

Finish the intake process.
Packaging removed
Returns labeled or scheduled
Donations moved out
Action items noted

THE 24-HOUR SWEEP

Before the 24-hour window closes, check:

Front door
/ entryway

Package
area

Mail /
paper area

Kitchen
counters

Command
center

Return /
donation area

Garage

**What came into my home today that still does not
have a clear next step?**

If you can answer that question, you are already running the system.