



QUEST BASECAMP CHECKLIST

A chaos-tolerant home command center for real-life brains

LOCATION

Pick the spot you already use:

- Door you actually enter • Kitchen counter corner • Hallway table • Desk edge
- Entryway shelf • Rolling cart

If you naturally drop things there, it's right.

DAILY ESSENTIALS (Landing Pad)

Small tray/bowl for:

- Keys (hook by the door = gold)
- Wallet
- Phone
- Glasses
- Earbuds
- Chapstick
- Fidget

Keep it small so it can't become a black hole.

PAPER TRIAGE

ONE vertical file for:

- Mail
- Forms
- School papers
- Receipts
- Adulting debris

Contain, don't organize.

REMINDERS + VISUAL CUES

Use what you can't ignore:

- Sticky notes in the middle of the monitor
- Notes on the door
- Items placed in front of the door
- Items staged in the front seat of the car

If you must move it to leave, you won't forget it.

DIGITAL SUPPORT

Let your devices yell for you:

- Google Calendar reminders
- Alerts synced across phone/laptop/tablet
- Recurring reminders
- Pop-ups for "grab this before you leave"

If it's not in your face, it's gone.



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OPEN GROCERY CART TRICK

Keep an open cart in your grocery apps:

- Add items the moment you think of them
- Use the cart as your grocery list in the store
- No writing lists, no remembering to bring them
- Review before ordering
- Delete the “what was I thinking” items

A running list that works whether you're placing an order or walking the aisles.

OUT-THE-DOOR ZONE

Designate a spot for:

- Returns
- Packages
- Library books
- Work bag
- Kid stuff
- Snacks
- Water bottle

Reduces the “forgot it again” loop.

DAILY 30-SECOND RESET

- Toss trash
- Put essentials back
- Stand mail upright
- Return tools to their cup

One TikTok's worth of effort.

WEEKLY 5-MINUTE RESET

- Open/toss mail
- Move anything that wandered
- Restock sticky notes
- Wipe surface if desired

Set a timer. Stop when it dings.

10-MINUTE QUICK START

1. Pick the spot
2. Add a tray
3. Add a vertical file
4. Add a cup with tools
5. Drop today's essentials
6. Walk away
7. Celebrate your new infrastructure

CROW-CODED UPGRADES

- Shiny rock or crow figurine
- Textures you love
- Simple color palette
- Make it feel like a tiny adventurer's checkpoint

