

FREE PRINTABLE KIT

The 3-Zone Floor Plan Kit

Map Work, Learn & Life zones onto the home you already have

WORK

Calls, email, focused tasks

LEARN

Lessons, independent work, projects

LIFE

Meals, family time, the household front desk

What's inside

- ☐ How to map your home in 5 steps + the zone color key
- ☐ A printable floor plan grid (1 square = 1 foot)
- ☐ A checklist of what every zone needs
- ☐ A collision check and an end-of-day reset

You don't need a bigger house. You need a clear map of the one you have.

Organized Home, School & Office

Map your home in 5 steps

Plan the zones first. Shop last.

- 1 Sketch your floor plan.**
Rough is fine: rooms, doors, windows and outlets. Measure the rooms you'll actually use. A listing floor plan or a phone measuring app can speed this up.
- 2 Track a real day.**
For one weekday, note where each person works, learns, eats and gets interrupted. The trouble spots will show up fast.
- 3 Color in your zones.**
Use the color key below. Put Work where it's quietest with the best light for video, Learn where kids can be seen and reach supplies, and Life at the center of traffic.
- 4 Check the collisions.**
Use the collision check on page 5. Move a zone before you buy anything.
- 5 Stock each zone.**
Only now do you shop: storage, desks, lighting and sound control sized to the space you measured. Use the checklists on page 4.

Zone color key

- **WORK (Blue)**
Quietest spot, best light, a door or a corner facing away from traffic.
- **LEARN (Green)**
Visible from where you work or cook, supplies within kids' reach.
- **LIFE (Yellow)**
Center of traffic: kitchen, family room and the front-door drop zone.

Ground rules

- Zones can share a room if each has its own surface and storage.
- Work and Learn shouldn't face each other: your camera shouldn't frame a spelling lesson.
- Life needs a boundary too: give school and work a place to go at 5 p.m.

My Floor Plan

1 square = 1 foot. Draw walls, doors, windows and outlets, then shade each zone.

Home: _____

Date: _____

Legend:  Work  Learn  Life **D** = door **W** = window **O** = outlet

Trouble spots I noticed on my tracking day:

What every zone needs

Check off what you have. Circle what you still need.

WORK ZONE

- ☐ A door, or a corner facing away from traffic
- ☐ Good light for video calls (window in front, not behind)
- ☐ A supportive chair at the right height
- ☐ A headset for calls
- ☐ A clear "I'm working" signal for the family
- ☐ Sound control: rug, door draft stopper
- ☐ Cord and charger management
- ☐ A spot to file papers at the end of the day
- ☐ _____
- ☐ _____
- ☐ _____

LEARN ZONE

- ☐ A table or desk at the right height for each child
- ☐ Supplies the kids can reach on their own
- ☐ A spot for finished work
- ☐ A spot for unfinished work
- ☐ A rolling cart or bin for books and supplies
- ☐ A wall or board for the weekly schedule
- ☐ Good overhead and task lighting
- ☐ A place to put it all away at night
- ☐ _____
- ☐ _____
- ☐ _____

LIFE ZONE

- ☐ A command center: calendar, mail and keys
- ☐ Backpack and bag hooks by the door
- ☐ A drop zone by the main entry
- ☐ A clear table for meals
- ☐ A spot for school and work to go at night
- ☐ Family charging station
- ☐ Outgoing basket (returns, library books)
- ☐ A weekly check-in spot for the family
- ☐ _____
- ☐ _____
- ☐ _____

Tip: a rug, a door draft stopper and a good headset can do more for a Work zone than a new desk.

Collision check

Answer these before you buy anything. A "yes" means move a zone.

	YES	NO
Does the Work zone share a wall with the loudest room?	☐	☐
Does the Learn zone block the path to the kitchen or front door?	☐	☐
Do Work and Learn face each other (camera frames the lesson)?	☐	☐
Does everything end up on the dining table?	☐	☐
Is there no place for school and work to go at night?	☐	☐
Is the Work zone the darkest spot in the home?	☐	☐
Do kids have to ask for help to reach their supplies?	☐	☐

What I'll move:

The 5 p.m. reset: give the Life zone back

- | | |
|---|--|
| ☐ Work papers filed and laptop closed | ☐ School supplies back on the cart or shelf |
| ☐ Unfinished work in its spot for tomorrow | ☐ Dining table cleared for dinner |
| ☐ Backpacks, keys and mail at the command center | ☐ Tomorrow's schedule checked |

Once each zone has a home, routines and schedules get much easier.