BEE ORGANIZED
Simplify Your Hive

HELLO NANNY!®
a boutique agency

Your New Household Employee starts Monday

YOUR 7-DAY SETUP CHECKLIST

A simple plan to improve your home and routines,
and help your new hire start off on the right foot.



Brought to you by Bee Organized
in partnership with Hello Nanny!®

BEFORE DAY 1

Set Your Home Up For Success



1 Create a Household Command Center

Choose one central location your new hire can check when they arrive.

- [ ] Family calendar
- [ ] Emergency contacts
- [ ] Daily schedule or reminders
- [ ] School & activity reminders
- [ ] Notes about schedule changes
- [ ] Important household updates

BUZZ TIP: The goal isn't to create another place you have to maintain. Keep it simple and make it the first place your employee knows to look for information.

2 Label The Spaces They Will Use Most

What makes perfect sense to your family may not be obvious to someone new.

- [ ] Kids clothing & shoes
- [ ] Snacks & pantry items
- [ ] Lunch supplies
- [ ] Toys & activities
- [ ] Art supplies
- [ ] Kids bathroom essentials
- [ ] First-aid supplies
- [ ] Cleaning supplies
- [ ] Pet supplies

BUZZ TIP: You don't need to label every drawer in your house. Start with the spaces your employee will use most often.

3 Document Your Family's Routine

Write down the routines you do almost automatically.
To a new employee, those details are brand new.

- [ ] Morning routines
- [ ] Meals & snacks
- [ ] Nap or quiet time
- [ ] Bedtime
- [ ] School drop-off and pickup
- [ ] Activities & transportation
- [ ] Screen time
- [ ] Household responsibilities



BE SPECIFIC ABOUT THE DETAILS THAT MATTER MOST.

If there's a particular order to bedtime or a certain way you handle mealtime, write it down exactly the way you do it.

Ask yourself:

What would I want someone to know if I wasn't there to explain it?



You don't need to overhaul your entire home. You just need a handful of simple systems that reduce guesswork and make your household easier to run.

DAYS 1-2

Give Your New Hire The Lay of the Land



4 Create a Household Manual

Think of this as the user guide to your household. It doesn't need to be fancy - a simple folder, binder, shared doc, or digital hub works great.

- [ ] Family schedules
- [ ] Meal preferences & feeding instructions
- [ ] Allergies & important info
- [ ] Emergency contacts
- [ ] Pediatricians & important numbers
- [ ] House rules & expectations
- [ ] Screen time guidelines
- [ ] Home access info
- [ ] Wifi information
- [ ] Alarm or security instructions
- [ ] Trash & recycling info
- [ ] Pet care instructions
- [ ] Important household logistics

BUZZ TIP: Keep your manual somewhere easy to access and easy to update.

5 Walk Through The Home Together

On the first day, take your employee through the spaces they'll be using most.

- [ ] Show where everyday essentials live
- [ ] Point out anything that requires special instructions
- [ ] Explain how items should be returned
- [ ] Show where emergency supplies are located
- [ ] Review areas that are off-limits or have specific expectations

FOCUS ON WHAT THEY'LL NEED TO DO THE JOB CONFIDENTLY, NOT EVERY CABINET IN YOUR HOME.

DAYS 3-4

Create a Communication Rhythmn



6 Choose Your Communication System

A household manual covers the big picture, but day-to-day handoffs need something more immediate.

- Notes App
- Group Text
- Task App
- Shared Calendar
- Whiteboard or Notes
- Shared Photo Album

Use it for:

- ✓ How the day went
- ✓ Meals & naps
- ✓ Activities & transportation
- ✓ Questions & reminders
- ✓ Schedule changes
- ✓ Things the next caregiver needs to know

Establish a check-in cadence

Decide how and when you'll connect.

- ☐ Daily check-in during first week
- ☐ Weekly check-in once things settle
- ☐ Monthly check-in to revisit bigger picture needs
- ☐ Annual review

A short, regular check-in can prevent small frustrations from becoming bigger ones.

DAY 5

Make Your Employee Feel at Home



7 Create a Space For Your Employee

These small details send an important message: You are welcome here.

- [ ] Where should they park?
- [ ] Where can they hang their coat or bag?
- [ ] Where should they keep their personal belongings?
- [ ] Is there a place for their lunch in the fridge?
- [ ] Anything else they need to know?

DAYS 6-7

Observe, Adjust, Simplify



8 Pay Attention And Make Small Adjustments

Your first week is also an opportunity to see where your systems make sense and where they don't.

- [ ] Are frequently used items easy to find?
- [ ] Are things easy to put away?
- [ ] Are labels helpful?
- [ ] Are routines clear?
- [ ] Is there information your employee keeps needing to ask for?

THE BEST ORGANIZING SYSTEMS AREN'T ELABORATE. THEY ARE THE ONES THAT MAKE SENSE TO THE PEOPLE USING THEM. IF SOMETHING ISN'T INTUITIVE, CHANGE IT.

30 DAY CHECK-IN

What's working?
What needs to change?

Once your new hire has been with your family for about a month, take a few moments to revisit the systems together.

ASK YOURSELF:

- [ ] What questions are we still answering repeatedly?
- [ ] Are there things that are difficult to find?
- [ ] Are items constantly being returned to the same place?
- [ ] Are our communication systems working?
- [ ] Is our shared calendar up to date?
- [ ] Are our routines clear?
- [ ] Is there anything our employee needs that we haven't provided?
- [ ] What should we add or update in the household manual?

ASK YOUR EMPLOYEE:

- [ ] What's working well?
- [ ] What's still feeling unclear?
- [ ] Is there anything that would make your job easier?
- [ ] Is there anything in our home or routines that could be organized differently?



KEEP YOUR SYSTEMS LIVING

Getting everything set up before Day 1 is a great start, but your household will continue to change.



New school schedules, activities, routines, allergies, responsibilities, and family needs will continue to come up. Your systems should evolve right along with them.

Set a regular time to revisit your household manual, command center, labels, and communication systems. What works today may need to change six months from now and that is okay.

THE GOAL ISN'T PERFECTION.

The goal is to create a home where everyone can find what they need, understand how things work, and feel confident in their role.

BEE ORGANIZED
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Bee Organized is a nationwide professional home and business organizing company that creates customized, sustainable solutions to simplify spaces, reduce stress, and make everyday routines easier. Learn more at www.beeorganized.com.

HELLO NANNY!®
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Hello Nanny!® is a nationwide, WBENC-certified nanny and household placement agency that matches families with vetted, professional caregivers through a legally structured, W-2 compliant process. Learn more at www.hellonanny.com.

