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- Color-code a calendar. Use a different-color pen for each child to keep track of after-school activities, from Jenny’s soccer practice to Justin’s swim meet.



for your wall

Whether you’re seeking a command center for your household or you want to make your home office less officious, wall calendars are up to the task.



try these tips:

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 - Order photo calendars for friends and family from a site like www.shutterstock.com or www.snapfish.com with the dates of events you celebrate together—“Smith family reunion,” “Florida vacation”—blocked out, says Mary Carlomagno, owner of Order, an organizing service in Hoboken, New Jersey.
- Above: The Cavallini & Co. Birds & Nests wall calendar features 19th-century English prints.
TO BUY: \$22, www.anthropologie.com.

- Flip to the week before a friend’s or family member’s birthday and write, “Buy gift for Peter,” says Knapp. “If you set triggers for yourself, you’ll be proactive, rather than reactive.” And just think of the money you’ll save by not having to overnight little Petey’s Bob the Builder train set.