

# The One-Page Family Ops Doc

The single doc every household needs and doesn't have

Every functioning team has a runbook: who to call, where things live, what to do when the person in charge isn't reachable. Your household runs bigger operations than most small teams and has zero documentation. It all lives in your head, which is fine until you're on a plane, sick in bed, or just the one person who happens to know the pediatrician's number by heart. A family ops doc isn't paranoia, it's the same thing your company would insist on if your family were the company.

**What you need:** 20 minutes, a document you can share (a note, a doc, a printed page taped inside a cabinet), and every password and number you're currently keeping in your head.

## The steps

1. **Start with the "if I'm unreachable" block.** (5 minutes) Who gets called first, second, third.  
This is the block that actually gets used in an emergency, so put it at the top, not the bottom.
2. **List the essentials.** (5 minutes) Pediatrician, dentist, allergies, medications, insurance info.  
The stuff a sitter or grandparent would need in the first ten minutes of an emergency.
3. **Add the daily logistics.** (5 minutes) School logins, pickup list, sitter's number, where the spare key is. The things that are obvious to you and mysterious to anyone else.
4. **Note the routines that matter.** (3 minutes) Bedtime, screen rules, anything that would cause a meltdown if skipped. Keep it short, this isn't the full manual.
5. **Put it somewhere findable.** (2 minutes) Shared drive, printed on the fridge, wherever the person who needs it at 2 AM can actually find it without texting you first.

## Your family ops doc

**If I'm unreachable, call**

---

---

**Pediatrician / dentist**

---

**Allergies / medications**

---

**Insurance info**

---

**Kid**

**School login**

**Pickup list**

**Sitter**

**Where the spare key / spare everything is**

---

**Non-negotiable routines (bedtime, screens, etc.)**

---

## When it goes sideways

**You start it and never finish it.** A half-finished ops doc with the emergency contacts filled in is still more useful than a perfect one sitting in your head. Do the “if I’m unreachable” block first and let the rest wait.

**It goes stale the moment a login changes.** Put a reminder on your phone for every school year, not every month. This isn’t a living document, it’s a snapshot that gets refreshed a few times a

year.

**Your partner never actually reads it.** Don't just save it, walk them through it once, out loud, five minutes, so they know it exists before the day they need it.

The best version of this doc is the one nobody ever has to use. The second best is the one that's actually there when they do.



The Parenting Prism · a weekly newsletter for working parents who run things · [theparentingprism.com](https://theparentingprism.com)