

HOUSEHOLD PAPER MANAGEMENT

What you need:

1) LONG-TERM STORAGE



File bin, cabinet or drawer for long-term paper storage

2) ACTION CENTER



Small file holder with file folders. May also be a vertical file holder hung on the wall.

3) TIME WILL TELL



Small to medium-sized basket (can be stored out of sight)

4) VITAL DOCS



Brightly colored expandable file holder

What goes in:

- >> Tax documents
- >> Insurance policies
- >> Important receipts
- >> Paid medical bills
- >> Records for repairs (vehicle & home)
- >> Pet records
- >> Bank statements & investment docs

TIP: Use broad categories + the year

- >> TO-DO: Action items, things that need to be done
- >> CALENDAR/REFERENCE: No action required, but need to have handy
- >> RECEIPTS
- >> BILLS TO PAY

TIP: Over time, add files necessary to run your specific household!

- >> Catalogs & magazines
- >> Order forms
- >> Coupons
- >> Doctor notes for follow-up care
- >> Paint samples
- >> Business cards from service providers
- >> Quotes & estimates

TIP: Don't worry if this fills up! Just make a plan to pare it down every few months!

- >> Birth certificates
- >> Passports
- >> Social Security cards
- >> Marriage license
- >> Vehicle titles
- >> Vital medical information
- >> Bank passwords or logins

TIP: Inform other members of your family where this is & how it's being used!