

Day 12: Household Filing System

Paper clutter can be overwhelming. Piles of paper tend to multiply and take over the best organizational intentions. To conquer it, you need a simple household filing system.

The key to success? Purge, categorize and file.

Create locations for action files (daily/weekly use) working files (active files but not daily use), and archival files.

Checklist

Objective: Create a household filing system to eliminate paper clutter, easily access important documents and efficiently manage information.

- Identify locations for filing systems and create spaces for 3 types of files: action, working and archival.
- Sort existing paper and files into categories that make sense for your lifestyle. Ideas: financial, medical, insurance, vehicles, household, education etc.
- As you come across original documents (birth, marriage certificates, titles, estate files, and so on), scan for a backup digital file.
- Purge and shred all unnecessary paper.
- Sort paper and documents into labeled files and put in place.

Tomorrow:

Organizing Important Papers and Original Documents

