

Keep Your Digital Files Tidy



Automobile Folder

- Auto Insurance
- Ownership Documents
- Maintenance Records

Tax Folder

- Tax Returns
- Tax Payments
- Receipts

Home Management Folder

- Home Insurance
- Master Phone & Address List
- Recipes/Menu Plans
- Maintenance Contacts
- Mortgage Documents

Medical Folder

- Health Insurance Documents
- Sub-Folders for Medical & Dental Records for Each Family Member

3 SIMPLE STEPS FOR DIGITAL ORGANIZATION

DELETE UNNECESSARY DOCUMENTS

CREATE FOLDERS & SUB FOLDERS

Children's Folder

- Scanned Artwork
- Digital Scrapbooks
- Sentimental Value Pieces

Legal Folder

- Court Documents
- Settlements

Career Folder

- Resume & Cover Letters
- References
- Work Samples
- Contracts
- Client Information

BACK UP YOUR FILES

Financial Folder

- Life Insurance
- Banking Statements
- Retirement Forms
- Invoices
- Budget

Photo Folder

- Subfolders for Events
- Subfolders for Family

School Records

- SubFolders For Each Child
- Report Cards
- Testing Results
- Tuition Contracts

Bill Folder

- Credit Card Statements
- Utility Statements
- Receipts