

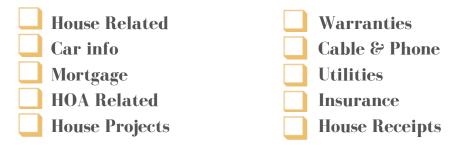
Office Organizing Checklist - HOME

From Ch 9: Ignite the Organizer in You

Task Related . . .

New Mail to Sort	To Be Shred
Urgent 911	To Be Scanned
Waiting For	Ongoing Projects
To Be Filed	Future Projects

House Related . . .



Money Related . . .



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Office Organizing Checklist - HOME

From Ch 9: Ignite the Organizer in You

Family Related . . .

Quick Review In/Out Box
School & Activities Info
Sports & Camp Info
Travel Docs
Memory Keeping Member #1
Memory Keeping Member #2

Pet Related . . .

Insurance Grooming and Boarding Pet Receipts Other

Taxes . . .

📕 2017 Taxes

- 📕 2018 Taxes
- **2019** Taxes
- 📕 2020 Taxes

Health Related . . .

- Medical Statements
- **Dental Statements**
- Specialist Care
- **Receipts**
- Family Member #1
- **Family Member #2**

Forever Docs . . .

- 📕 Trust Documents & Wills
- Social Security Info
- **Divorce Papers**
- Birth Certificates & Passports

Misc . . .

Item:

Item:
Item:
Item:

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