



30 day LOVE YOUR HOME DECLUTTERING CHALLENGE!



Day 10 - Create a Home Management Binder

Today is slightly different from the past few days, but just as valuable.

You worked so hard the last two days getting your office running smoothly that I thought this would be a great time for an easier, slightly more fun project.

We are going to create a "Family Binder". You will need a 3-ring binder and some plastic document sleeves. This binder will make you feel like the Queen of the Organized, I promise. Basically, it just collects everything you need to know about each member of your family in one spot.

For each child include their paediatrician's, dentist's and any specialist's names, addresses and phone numbers, any known allergies, regular medications, health insurance information (policy number, phone numbers, required hospital) and a copy of their birth certificate.

Each adult member of the family should have the above information as well as a copy of their marriage certificate (or divorce decree), a copy of their will, life insurance policy information (policy number, phone number), a copy of their living will or medical power of attorney, and a list of credit card account numbers and contact information (in case your wallet is ever stolen). If you are online a lot, a list of computer screen names and passwords is helpful.

Create a list of important contact names should an emergency arise. For example, your mother-in-law will have no way of knowing how to contact your brother in California, if something happens to both you and your spouse.

Keep this book in your office, yet tell a few family members so they know what to do. If you don't have a will, living will or medical power of attorney yet, now would be a good time to talk about it.

This book should come together rather quickly because you have such a nice, clean and organized office.

