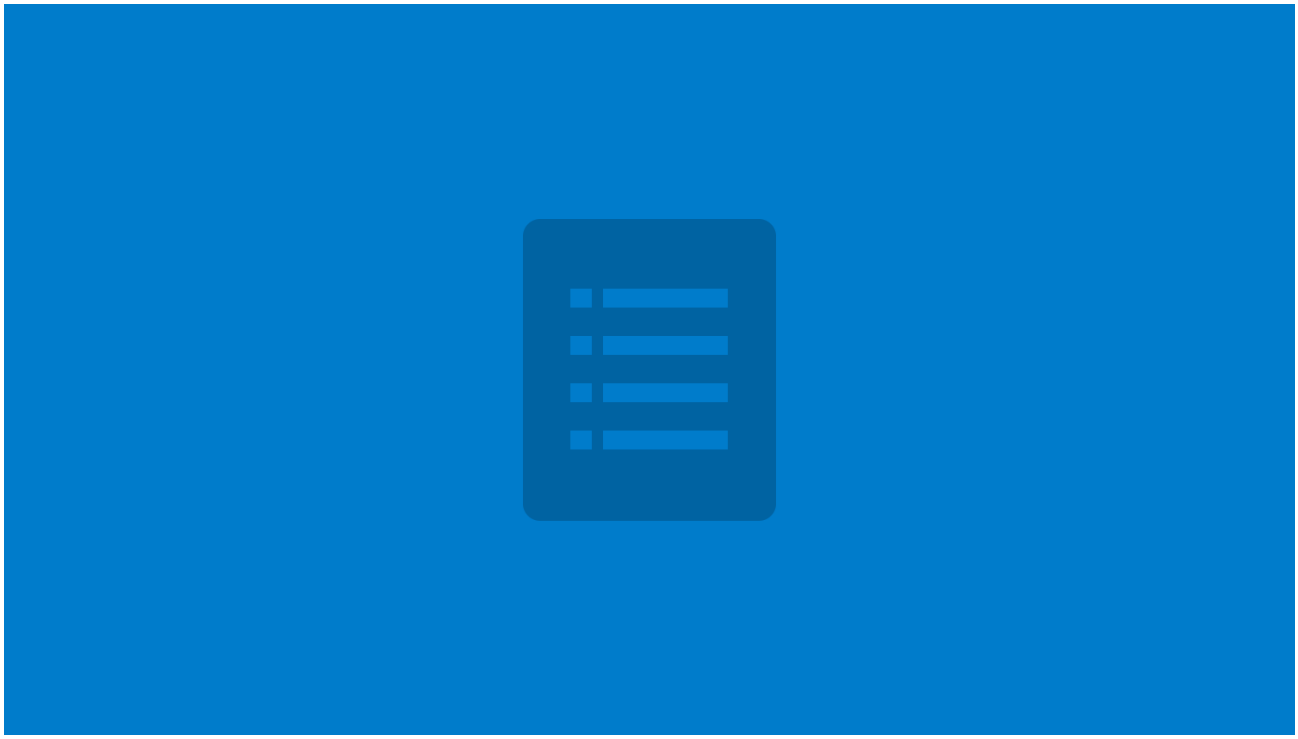
Document Organizing Checklist

Decluttering And Organizing Important Documents



- [ ] Research and buy a fire-proof filing box.
- [ ] Supplies - have a scanner, filing folders, labels and pen ready. The app Genius Scan is great if you don't have a scanner.
- [ ] Organize your documents in categories.
  - [ ] Here are some of them: Legal, Money, Taxes, Insurance, Medical, Home, Auto, Business. See more categories back on the post.
- [ ] Scan your important documents and save on the cloud and on a pen drive.
- [ ] Create the files for the categories you need.
- [ ] Place your important documents in their respective files.
- [ ] Label each file accordingly.
- [ ] Make a list of the contents of each file, print it and store it inside your box. Keep a copy of this list in the buck-up pen drive.
- [ ] Select a location to keep your fire-proof box. Keep it where it's easy to access in case of an emergency.

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