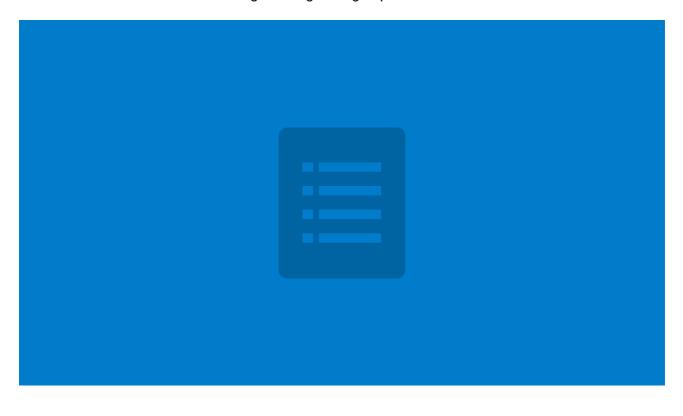
## **Document Organizing Checklist**

**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.