

MY INFORMATION ORGANIZING PLAN

Check off the classification categories, sections or files you need and add other categories as needed. The blank following each category title is for designating a color for color coding. The items below each category heading are for possible elements within the category. This list is not intended to represent all possibilities for information needs, but to suggest the most common or likely needs. Cross out any categories not needed.

Categories	Paper File	Book Section	Computer Folder	File	Bookmark	Email
Car(s) _____	___	___	___	___	___	___
___ Dealer / seller information	___	___	___	___	___	___
___ Ownership papers	___	___	___	___	___	___
___ Repairs & recalls records	___	___	___	___	___	___
___ Warranty	___	___	___	___	___	___
___ Other _____	___	___	___	___	___	___
Computers _____	___	___	___	___	___	___
___ Computer(s) & peripherals	___	___	___	___	___	___
___ Ergonomics	___	___	___	___	___	___
___ Internet resources	___	___	___	___	___	___
___ Network	___	___	___	___	___	___
___ Printer(s)	___	___	___	___	___	___
___ Software	___	___	___	___	___	___
Disaster Preparedness - RED _____	___	___	___	___	___	___
___ Communications plan	___	___	___	___	___	___
___ Disaster response plan	___	___	___	___	___	___
___ Family disaster drills	___	___	___	___	___	___
___ Resources	___	___	___	___	___	___
___ Training	___	___	___	___	___	___
___ Other _____	___	___	___	___	___	___
Dreams _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___
Employment _____	___	___	___	___	___	___
___ Applications	___	___	___	___	___	___
___ Current/past job file	___	___	___	___	___	___
___ Job search resources	___	___	___	___	___	___
___ Resume	___	___	___	___	___	___
___ Training	___	___	___	___	___	___
___ Other _____	___	___	___	___	___	___

Categories	Paper File	Book Section	Computer		Email
			Folder	File	Bookmark
Finances _____	___	___	___	___	___
___ Banking	___	___	___	___	___
___ Budget	___	___	___	___	___
___ Contracts	___	___	___	___	___
___ Credit cards	___	___	___	___	___
___ Insurance	___	___	___	___	___
___ Loans	___	___	___	___	___
___ Taxes	___	___	___	___	___
___ Other _____	___	___	___	___	___
___ Other _____	___	___	___	___	___
Health _____	___	___	___	___	___
___ Articles, brochures, booklets	___	___	___	___	___
___ Dental care	___	___	___	___	___
___ Correspondence	___	___	___	___	___
___ Lab reports	___	___	___	___	___
___ Medical insurance	___	___	___	___	___
___ Vaccinations	___	___	___	___	___
___ Vision care	___	___	___	___	___
___ Other _____	___	___	___	___	___
___ Other _____	___	___	___	___	___
Home _____	___	___	___	___	___
___ Articles	___	___	___	___	___
___ Contractors	___	___	___	___	___
___ Energy conservation	___	___	___	___	___
___ Equipment documents	___	___	___	___	___
___ Fixtures information	___	___	___	___	___
___ Carpentry	___	___	___	___	___
___ Electrical	___	___	___	___	___
___ Heating, ventilation, A/C	___	___	___	___	___
___ Painting	___	___	___	___	___
___ Plumbing	___	___	___	___	___
___ Structure	___	___	___	___	___
___ Home owner's insurance	___	___	___	___	___
___ Lease / deed (copy)	___	___	___	___	___
___ Maintenance requirements	___	___	___	___	___
___ Repairs (done & planned)	___	___	___	___	___
___ Space plans	___	___	___	___	___
___ Other _____	___	___	___	___	___

Categories	Paper File	Book Section	Computer		Email	
			Folder	File	Bookmark	
Ideas _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___
Interest Areas _____	___	___	___	___	___	___
___ Travel	___	___	___	___	___	___
___ Study	___	___	___	___	___	___
___ Entertainment	___	___	___	___	___	___
___ Hobbies and pastimes	___	___	___	___	___	___
___ Other _____	___	___	___	___	___	___
___ Other _____	___	___	___	___	___	___
___ Other _____	___	___	___	___	___	___
Pets _____	___	___	___	___	___	___
___ Adoption / purchase papers	___	___	___	___	___	___
___ Health care record	___	___	___	___	___	___
___ Veterinarian information	___	___	___	___	___	___
___ Other _____	___	___	___	___	___	___
Projects _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___
___ _____	___	___	___	___	___	___
School _____	___	___	___	___	___	___
___ Notes, Letters, Memos	___	___	___	___	___	___
___ Report cards	___	___	___	___	___	___
___ School newsletter	___	___	___	___	___	___
___ Other _____	___	___	___	___	___	___