

HOW TO FILE

For some of you this is going to be so obvious and easy. But for others of you it will be a little more of a challenge. The fact remains that filing is pretty essential if you expect to find documents and other materials months after you stored them. Filing happens in both the physical world and the electronic world in much the same way. Without it, everything would grind to a halt.

FLIP OVER FOR YOUR NEXT CHALLENGE



EARN THIS NUGGET

- Create a written plan for the family documents. Make it as a tree so that you can see how things will be stored. Talk to your parents about the kinds of documents they have to store and include them on the plan.
- If they like your plan well enough, who knows, you may get to set up a filing system for the family.

1. You don't want ten thousand documents in one folder; that's not filing, or certainly not filing efficiently. So the first step is to look at what you are filing and make up some divisions. If you were filing documents for the family, you might start like the drawer in the filing cabinet ... Family Documents.

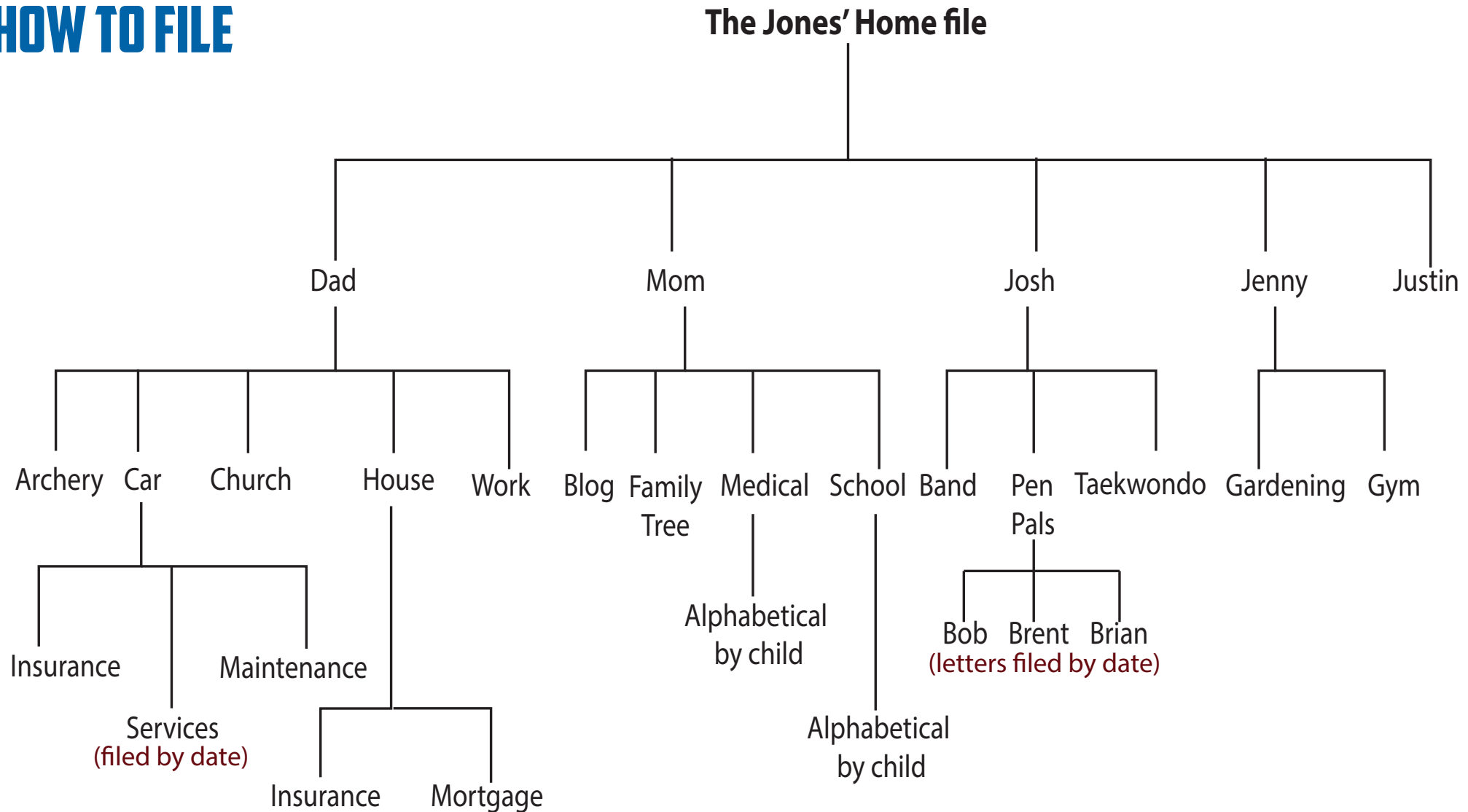
2. Now you need some divisions. Will you subdivide all the documents and have a folder or a section for each family member? Some family members will have just a few documents and this is all you need. But my dad, for instance, has documents for the car, the house, insurance, taxes, and so on. So each of those become a subsection within his section. Those sections will be in alphabetical or numerical order, so I can find them easily—Car at the front, Taxes towards the back.

3. Now within the car section, he has documents for car insurance, for maintenance, for services, so we would subdivide that, again alphabetically.

And there you have it. A simple example of how we file. It's how we do it on computers, in a filing cabinet, and everywhere we want to be able to find stuff again.



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1. Everyone has their own section in the file drawer, filed by age.
2. Everyone has their own subsection, filed alphabetically.
3. Where appropriate, these areas are sub sectioned again, as soon as it would get difficult to find documents if they were all stored randomly together.