



*The  
Organised You*  
TAKE BACK YOUR LIFE

# FILING CATEGORIES

A LIST OF THE CATEGORIES THAT COULD BE  
USEFUL FOR YOUR FILED PAPERWORK



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# PAPERWORK CATEGORIES FOR FILING

- **Finances/ Banking** - because this covers a range of subjects (i.e. mortgage, debt, savings, banking info), you can either separate the subjects into individual files, or have 1 'Finance' file with labelled manilla folders inside
- **Car** - car information and service history
- **Insurances** - car, health, life, home and contents
- **Superannuation** - one file/manilla folder for each family member
- **Current tax** - you can keep past tax returns in a separate place to save room within the filing cabinet
- **Utilities** - contracts and paid bills for the year (going digital with these will cut back on paper clutter in the filing cabinet)
- **Health** - information from doctor appointments, immunisation history, test results etc
- **School/Kinder** - important information regarding your children's education that doesn't need to be kept close at hand
- **Warranties** - kitchen equipment, garden tools, appliances etc
- **Important documents** - passports, birth certificates, marriage certificates. You should also make copies of these and have the originals stored in a secure place
- **Work** - a folder for each family member's important work information e.g. work contract, policies, formal letters etc

Want to be more productive and efficient in your daily life?  
Want to create more *calm and order* in your life?

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