

I LOVE Notebooks

(Lists Organize Virtually Everything)

As a “visual” learner and organizer, I like to use notebooks to organize my thoughts and little bitty papers. Little things can clutter your brain and your desktop, tabletop, and counters if there is not a place to write down and store them.

I like notebooks because:

- You can leaf through pages to find things easier than looking through a file folder
- It is easy to pass by outdated papers and toss them out.
- It Uses nearby shelf space instead of distant file drawer space

Home Control Journal -*Supplies: notebook paper, dividers, dividers with pockets, business card plastic pages.*

A home journal is a place to store all the things that make your home run efficiently, plus some of those tricky little papers that float around your home.

Journal categories include:

- Books to read
 - Movies to see/rent
 - Phone lists
 - Home Maintenance - names and numbers of your favorite companies, handymen, etc. Get Business card plastic pages from an office supply store for this section.
 - How-To run the washer, dishwasher, microwave
 - Activities around town - keep a list of favorite places to visit or places you want to visit, with hours of operation and phone numbers
 - Baby-sitter information with emergency numbers, favorite foods, bedtime routine, etc.
 - Wish List - when you see something you might like for your birthday or holiday gift, jot down what it is and what store advertises it.
 - Gifts Bought & for whom (keep track of what gifts are in your closet already)
- Add any sections that fit your life!

Manuals/Warranties/Receipts Notebook - *Supplies: notebook, page protectors*

When you make major purchases, staple the receipt to the manual and tuck it into a page protector sheet. If you have a lot of “stuff” as I do, you can make several notebooks divided by categories such as “electronics”, “kitchen appliances”, “tools and outside stuff”, etc. Or you can organize by room of the house where the item is kept.

Holiday Notebook - *Supplies: notebook, notebook paper, page protectors, dividers with tabs*

Categories:

- Holiday Card List
 - Present/recipient list
 - Gifts received / Thank you notes written (check off when you write the thank-yous)
 - To Buy / Bought - keep a running list of things to buy people as they mention a favorite activity or item.
- Also keep a list of gifts you purchase during the year, but may be forgotten in a closet.