

With the HOMEFILES® System, you will:

- create a simple filing system that will let you find papers after filing,
- keep your files lean,
- know which papers can be archived,
- know where they should be kept,
- learn which documents you must keep protected and
- learn how to keep them safe.

The HOMEFILES® System makes filing easy and accurate because you will get:

- 1 The **22 colorful, laminated File Divider Cards** include a quick reference with information about what to file in each section along with a list of what does not belong in the section. On each card, there are also guidelines for how long materials should be kept.
- 2 The **48-page Handbook** gives even more details to make your filing easy and accurate.
- 3 An additional card with a handy **Quick Find Index** is included for quick reference at the front of your filing cabinet.
- 4 As a BONUS, a **Tip Sheet** with specific directions from Clutter-free & Organized has been added to help tackle old files and implement the HOMEFILES® System.

The benefits of using the HOMEFILES® System include:

- filing is EASY and ACCURATE,
- all those stacks of paper disappear,
- the laminated cards eliminate the need to make most file labels,
- the laminated cards give you directions to follow PLUS guidelines on how long to keep items,
- instructions are so clear and easy,
- the system is ADHD-friendly and
- you will be able to file or find over 200 kinds of paper in seconds.

Simplify your life with the HOMEFILES® System!