

How to Make a Brain in a Binder

Got piles of papers? Yeah, you do! A practical tool that has helped me to bust up the piles of papers at my house is a nifty binder my kids refer to as “mom’s brain”. ☺

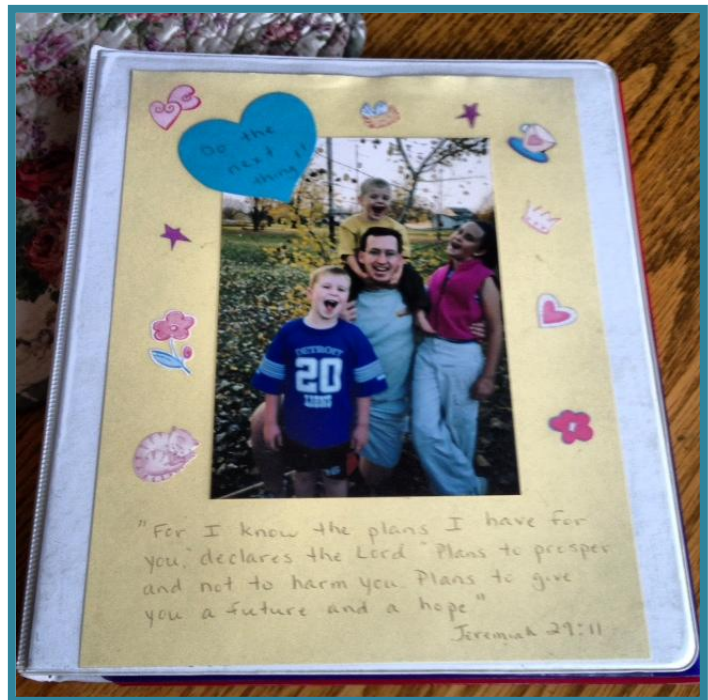
Here are directions for making your own “brain in a binder”. This tool will enable you to greatly reduce the refrigerator clutter at your house. It is designed to hold your fliers, rosters, party invitations, etc... You know, those papers that usually end up on the front of your fridge or cluttering a counter or coffee table. This system will keep them at your fingertips for those times you need to refer to them.

Now, don’t let this idea hem you in. Modify it. Tweak it. Make it your own. The point is to get those annoying papers off of the fridge!

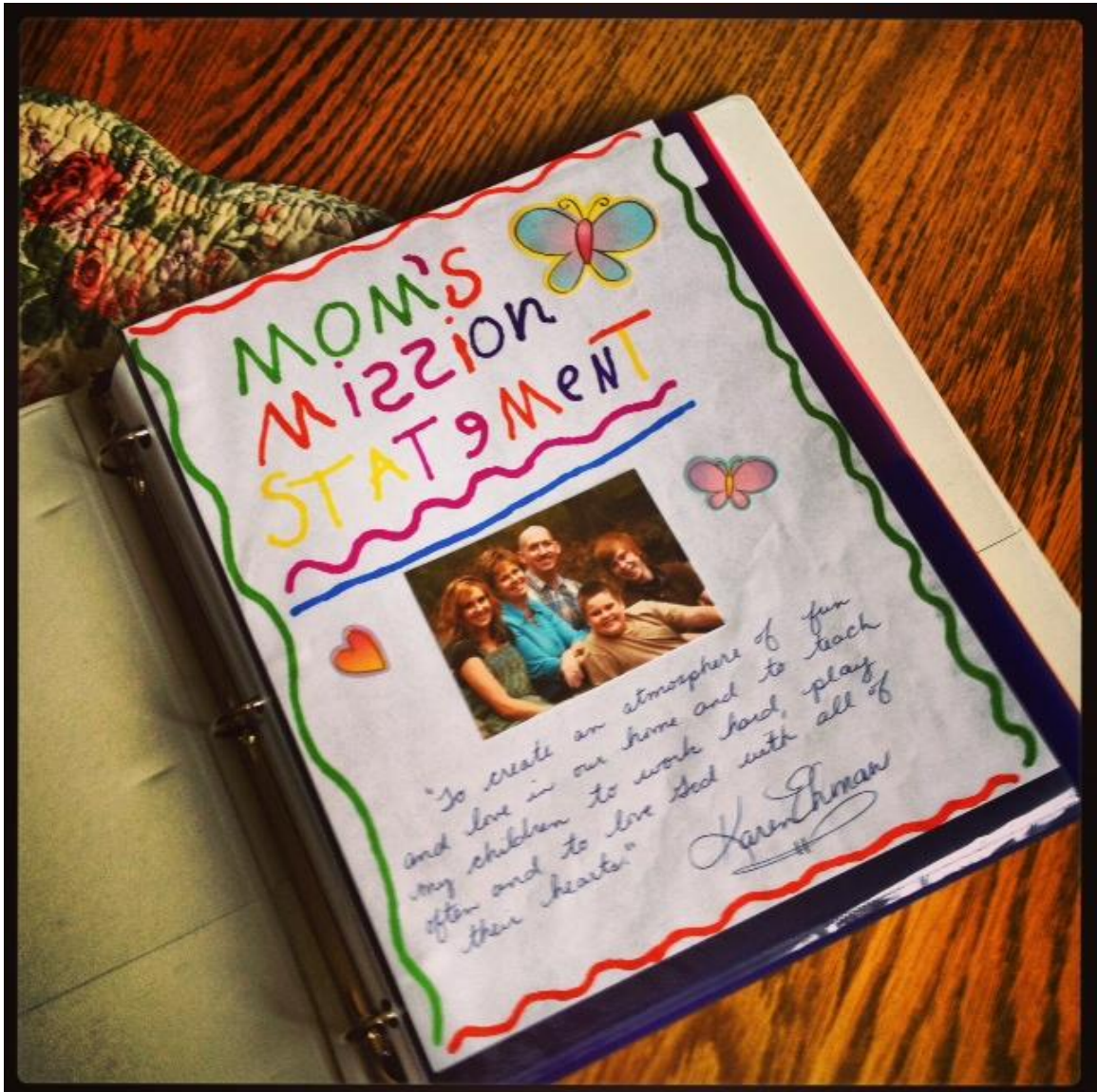
1. First, choose a one or one-and-a-half-inch binder. I think it is fun to have one that has a clear plastic cover designed to hold an 8 ½ x 11-inch piece of paper. You can make a collage of pictures of your family to slip down in that slot.

2. Next, place in the front one or more clear page protectors. You may use these sheets to place any of the following you wish.

- ✓ Your mission statement as a woman, wife or mom, along with a darling picture of your family, of course.
- ✓ Some quotes or Bible verses that help you keep your eternal perspective
- ✓ Your weekly routine such as “Monday—laundry; Tuesday—menu planning; Wednesday—grocery shopping; Thursday—clean bathrooms” etc... Because



this is in a page protector, you may use a white board maker or wax pencil to check off tasks each week and then erase.



3. Behind these, place as many three-hole punched folders as you chose. (I like to use sturdy, vinyl ones) Label them with a computer label or peel and stick nametag. Have one for each family member and a general one that says "family". In these slip fliers, invitations, emails, maps, class lists, team rosters, sports schedules, etc.... Any papers you may need to refer to at some point in the near future. They all go into the folders, divided according to whose activity it is.

This tool also helps to reduce parental headaches. If it is your turn to make treats for your child's class, you can simply turn to



These folders help you to keep organized in several ways. First, they alleviate the constant clutter in your kitchen. All of the papers are still nearby. You can get to them when you need them. But they no longer make your refrigerator door look messy.

Secondly, these folders help your calendar stay looking neater. How so? Well, instead of trying to squeeze in all of the info about particular event, say a baby shower (like the time it starts, the address, driving directions, RSVP phone number, etc) you can simply write the event and time on the proper square on your calendar. Then, put the actual invitation in the proper folder in your binder. When it is time to shop for a gift or to drive to the shower, all you need to do is grab your "brain in a binder" and retrieve the invitation to read any info you might need.

the proper folder to see how many students are in the class. If a ride suddenly falls through for baseball practice, you simply flip to your son's folder, pull out the team roster and call another parent to see if he can carpool with them that night.

This “brain in a binder” doesn’t need much upkeep. It usually is pretty good at weeding itself out. When an event is over, toss the invitation in the recycle bin. Is it the end of a season? Shred the papers for the sports that are now through.

Some gals like to purchase 8 ½ X 11 inch calendar pages from an office supply store and put these in as well. In this way, this binder would serve as your calendar as well. Maybe you want to add an address book, or a three-hole punched notepad; whatever goes! Just make this tool work for you, keeping you on top of things and helping to alleviate those dreadful paper mountains!

Happy pile-busting!!!