



Medical paperwork like records, business cards, test results and insurance forms can pile up quickly.

Here is an easy way to keep what you need at your fingertips.

BONUS: This system makes it easy to grab your paperwork to take with you to an appointment if you wish.

Here are the items you'll need:

- 1" three-ring binder
- Page protectors
- Tabbed dividers for three ring binders
- Slash pocket folders (slip in clippings, coupons, and so on)
- Notebook paper (for jotting down ideas)
- Zippered see through pouch (to hold pens, pencils, small notes, calculator and other loose items)

Follow these quick steps to put together your medical binder:

Step 1 Gather the items needed

Step 2 Assemble the binder

Step 3 Fill the binder with your plans, goals, ideas and more

Step 4 Give the binder a home and grab it when you need it on the go



How to fill your binder system:

Insert all the items into the binder, the reason you are using sheet protectors is so you can avoid having to three hole punch pages, simply slip pages into the protectors

Suggestion: choose a binder in a bold color so that it is easily visible and always label the spine.

The key to success is to have folders and sheet protectors ready, do not three-hole punch your papers.

On a busy day you'll fall behind, shove the papers in without punching them and the whole system will fall apart.

The best part about Jeeves is that it is portable, just grab and go when you need the information on the run. You can grab the medical one on your way to a doctor appointment or the vet one on the way to the vet's office.

Insider Tip: the most important step is to give your binder a home and always put it back when you are finished using it- otherwise it will go missing.