

Downsize with Style

CHECKLIST Project Folder

To stay organised I recommend making a project folder where you keep all your lists, documents, invoices and correspondence.

This is what you need:

- Buy a project folder with a plastic sleeve on the cover
- Print out the title page (see separate pdf file) and insert it in the cover
- Sort your tools and documents according to the 5 steps
- Allow additional sections for correspondence, and other material you want to keep in your folder
- Once done, feel good about it and celebrate your level of organisation

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