



HOME MANAGEMENT BINDER

HOME MANAGEMENT BINDER

A comprehensive Family Organisation System

Household Information

- Household Contacts
- Emergency Contacts
- Home Information Sheet
- Utility Company Information
- Wi-Fi & Password Tracker
- Key Inventory

Finances

- Monthly Budget planner
- Bill Payment Checklist
- Subscription Tracker
- Debt Payoff Tracker
- Savings Tracker
- Bank Account Information
- Insurance Policies Summary

Home Maintenance

- Maintenance Schedule (Annual)
- Maintenance Log
- Appliance Information
- Home Improvement Projects
- Paint & Finish Guide

Meal Planning

- Weekly Meal Plan
- Monthly Meal Plan
- Grocery List- Store Layout
- Grocery List- Simplified
- Master grocery List
- Pantry Inventory
- Freezer Inventory
- Favourite Recipes Online
- Favourite Recipes By Book
- Favourite Soups & Salads
- Favourite Appetisers & Snacks
- Favourite Main course & Desserts
- Favourite Side Dishes

Cleaning & Organisation

- Daily Cleaning Checklist
- Weekly Cleaning Schedule
- Seasonal Decluttering Checklist
- Home Inventory
- Donations Log

Family & Kids

- School Information
- Extracurricular Activities
- Medical Information
- Chore Chart
- Babysitter Info Sheet
- Pet Information

HOME MANAGEMENT BINDER

A comprehensive Family Organisation System

Schedules & Plans

- Annual Calendar
- Monthly Calendar
- Weekly Schedule
- To Do List
- Project Planning Sheet
- Important Dates

Emergency Info

- Evacuation Plan
- Emergency Kit Checklist
- Fire Safety Plan
- First Aid Inventory

References & Notes

- Password Tracker
- Important Documents Checklist
- Warranty & Receipt's File
- Homeowner's Manual
- Gift Planner
- Blank Notes Page
- Lined Notes Page
- Dotted Notes Page

Thank You!

For downloading this Home Management Binder.
This Binder was created with a lot of thought and love.
I wanted to create a comprehensive Organisational
system that would help busy moms.
If you have any questions or just want to say 'Hi',
drop me a line!

*xoxo,
Tara*

HOUSEHOLD INFORMATION

Household Contacts

Full Name:

Date of Birth:

Mobile Phone:

Home Phone:

Email Address:

Employer/School:

Emergency Contact:

Work/School Phone:

Work/School Address:

Full Name:

Date of Birth:

Mobile Phone:

Home Phone:

Email Address:

Employer/School:

Emergency Contact:

Work/School Phone:

Work/School Address:

HOUSEHOLD INFORMATION

EMERGENCY CONTACTS

Nearest Hospital
Name:

Address:

Phone Number:

Police:

Local Fire Department:

Regular Veterinarian:

Out-of-Town Contacts:

Family Doctor
Name:

Address:

Phone Number:

Local Police (Non-Emergency):

Poison Control Center:

Emergency Veterinarian:

Trusted Family Members/Neighbours:

Pediatrician:

HOUSEHOLD INFORMATION

HOME INFORMATION SHEET

Home Address:

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Real Estate Agent Name/Agency:

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Date Purchased:

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Policy Number:

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Purchase Price:

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Home Alarm Company Info:

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Mortgage Lender Name:

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Loan Officer Contact:

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Notes:

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HOUSEHOLD INFORMATION

UTILITY COMPANY INFORMATION

Utility company Name:

Utility company Phone:

Utility company Address:

Utility company Name:

Utility company Phone:

Utility company Address:

Utility company Name:

Utility company Phone:

Utility company Address:

Utility company Name:

Utility company Phone:

Utility company Address:

HOUSEHOLD INFORMATION

KEY INVENTORY

Key Holder Name:

Key Purpose:

Number of Copies:

Where Stored:

Key Holder Name:

Key Purpose:

Number of Copies:

Where Stored:

Key Holder Name:

Key Purpose:

Number of Copies:

Where Stored:

Key Holder Name:

Key Purpose:

Number of Copies:

Where Stored:

Notes on Digital Entry Codes:

HOUSEHOLD INFORMATION

WIFI & PASSWORD

Network Name (SSID):

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Router Make/Model:

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Router IP/Login Info:

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Location of Router:

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Network Name (SSID):

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Router Make/Model:

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Router IP/Login Info:

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Location of Router:

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Setup/Service Call Notes:

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FINANCES

MONTHLY BUDGET PLANNER

Total Household Income:

Savings Contributions:

Fixed Expenses:

Variable Expenses:

Discretionary Spending:

Budget vs. Actual Comparison:

FINANCES

BILL PAYMENT CHECKLIST

FINANCES

SUBSCRIPTION TRACKER

FINANCES

DEBT PAYOFF TRACKER

FINANCES

SAVINGS TRACKER

FINANCES

BANK ACCOUNT INFORMATION

FINANCES

INSURANCE POLICIES SUMMARY

Policy Type	Provider	Agent Contact	Policy Number	Premium	Deductible	Renewal Date

HOME MAINTENANCE

MAINTENANCE SCHEDULE (ANNUAL)

HOME MAINTENANCE MAINTENANCE LOG

HOME MAINTENANCE APPLIANCE INFORMATION

HOME MAINTENANCE HOME IMPROVEMENT PROJECTS

HOME MAINTENANCE PAINT & FINISH GUIDE

MEAL PLANNING

WEEKLY MEAL PLANNER

Day	Breakfast	Lunch	Dinner	Snacks	Prep Notes	Leftovers Used?

MEAL PLANNING GROCERY LIST- STORE LAYOUT

Produce

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Meat

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Dairy

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Pantry

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Frozen

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Toiletries

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MEAL PLANNING GROCERY LIST- SIMPLIFIED

MEAL PLANNING MASTER GROCERY LIST

Cereals

Dairy

Fruit

Vegetables

Meats

Baking

Refreshments

Misc

MEAL PLANNING PANTRY INVENTORY

MEAL PLANNING FREEZER INVENTORY

MEAL PLANNING

FAVOURITE RECIPES ONLINE

MEAL PLANNING

FAVOURITE RECIPES BY COURSE

MEAL PLANNING

FAVOURITE RECIPES BY BOOK

MEAL PLANNING

MONTHLY MEAL PLAN

Notes:

CLEANING & ORGANISATION

DAILY CLEANING CHECKLIST

CLEANING & ORGANISATION

WEEKLY CLEANING SCHEDULE

CLEANING & ORGANISATION SEASONAL DECLUTTERING CHECKLIST

CLEANING & ORGANISATION

HOME INVENTORY

CLEANING & ORGANISATION DONATIONS LOG

FAMILY & KIDS SCHOOL INFORMATION

Child's Name:

School's Name

Grade:

Teacher's Name:

Teacher's Contact:

Schedule:

Bus Route Info:

Lunch Info & Account:

Parental Portal Login:

Child's Name:

School's Name

Grade:

Teacher's Name:

Teacher's Contact:

Schedule:

Bus Route Info:

Lunch Info & Account:

Parental Portal Login:

FAMILY & KIDS EXTRACURRICULAR ACTIVITIES

NOTES:

FAMILY & KIDS MEDICAL INFORMATION

Family Member	Condition	Allergies	Medications	Prescribing Doctor

NOTES:

FAMILY & KIDS CHORE CHART

NOTES:

FAMILY & KIDS BABYSITTER INFO SHEET

Full Name:

Date of Birth:

Mobile Phone:

Home Phone:

Email Address:

Contact Numbers:
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Bedtime Routine:
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Meals Allowed:
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Screen Time Rules:
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Emergency Protocol:
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Wi-Fi Info:
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NOTES:
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FAMILY & KIDS PET INFORMATION

Name	Type	Breed	Food	Daily Schedule

Name	Medical Conditions	Medications	Vet	Notes

SCHEDULES & PLANNING

ANNUAL CALENDAR (YEAR-AT-A-GLANCE)

2025

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
21	22	23	24	25	26	27
28	29	30	31			

SCHEDULES & PLANNING
MONTHLY CALENDAR

JANUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

FEBRUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	01

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

MARCH 2025

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

APRIL 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

TO DO LIST

NOTES

SCHEDULES & PLANNING

MONTHLY CALENDAR

MAY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

JUNE 2025

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

TO DO LIST

NOTES

SCHEDULES & PLANNING

WEEKLY SCHEDULE

SCHEDULES & PLANNING

TO-DO LIST

SCHEDULES & PLANNING

PROJECT PLANNING SHEET

PROJECT NAME:

BUDGET:

PURPOSE:

.....

ASSIGNED TO:

.....

STATUS:

.....

SUPPLIES LIST

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

MILESTONES:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

SCHEDULES & PLANNING IMPORTANT DATES

EMERGENCY PREPAREDNESS EVACUATION PLAN

FLOOR PLAN SKETCH:

MEETING SPOT:

TRANSPORTATION PLAN:

PRIMARY & SECONDARY EXIT ROUTES:

EMERGENCY CONTACTS CARD:

EMERGENCY PREPAREDNESS

EMERGENCY KIT CHECKLIST

EMERGENCY PREPAREDNESS FIRE SAFETY PLAN

SMOKE ALARM LOCATIONS:

EXTINGUISHER LOCATIONS :

FIRE DRILL DATE:

LAST INSPECTION

ESCAPE ROUTES:

EMERGENCY PREPAREDNESS

FIRST AID KIT INVENTORY

REFERENCE & NOTES

PASSWORD TRACKER

REFERENCE & NOTES IMPORTANT DOCUMENTS CHECKLIST

REFERENCE & NOTES WARRANTY & RECEIPTS FILE

REFERENCE & NOTES HOMEOWNER'S MANUAL

TRASH/RECYCLING DAYS:

WATER SHUT-OFF VALVE
LOCATION:

FUSE BOX LOCATION:

HOA DETAILS:

MAINTENANCE CONTACTS:

REFERENCE & NOTES

GIFT PLANNER



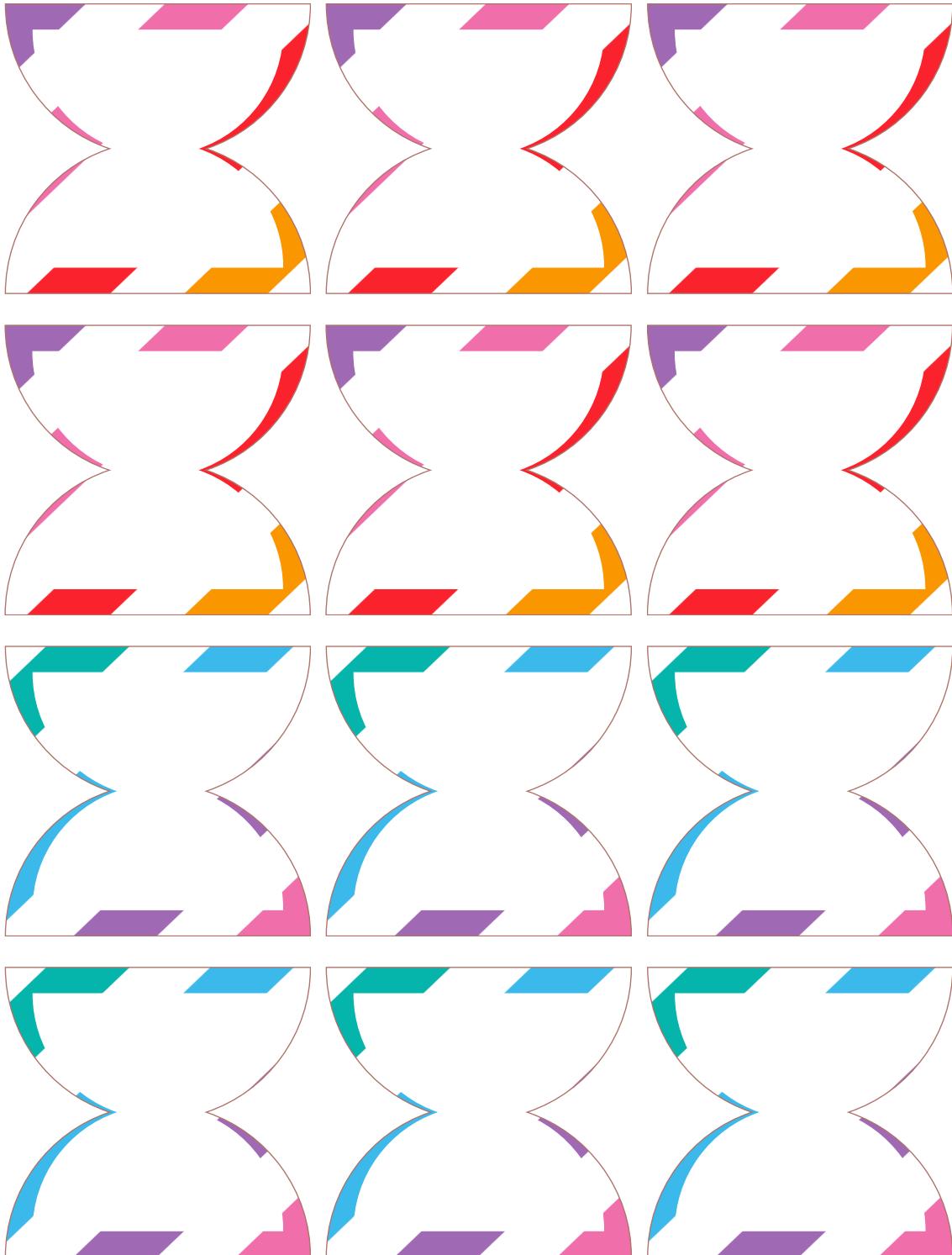
REFERENCE & NOTES
NOTES & IDEAS

REFERENCE & NOTES
NOTES & IDEAS

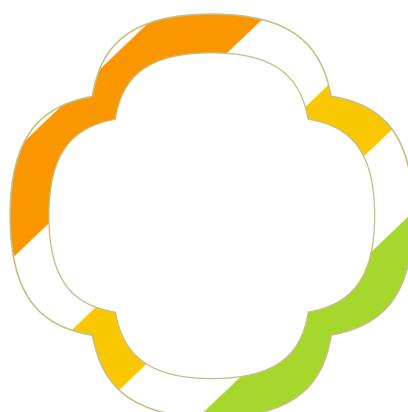
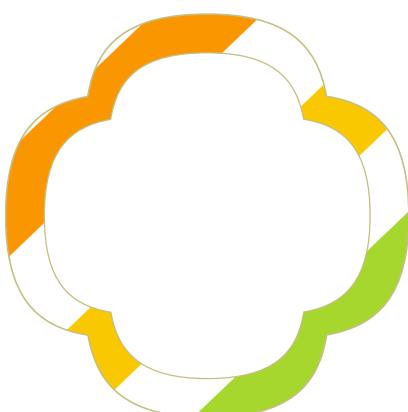
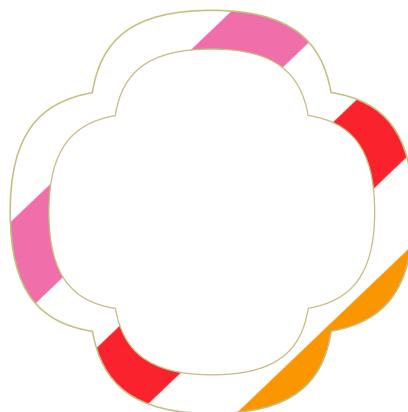
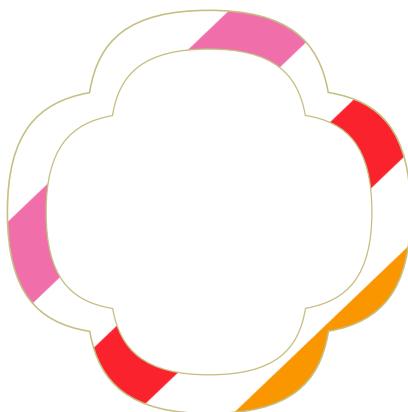
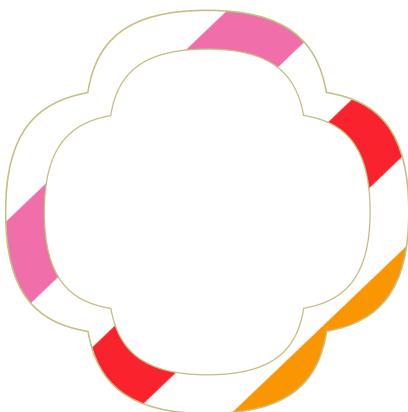
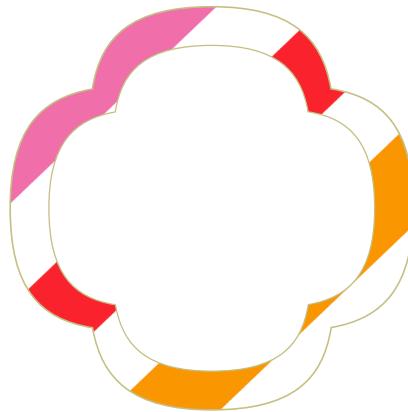
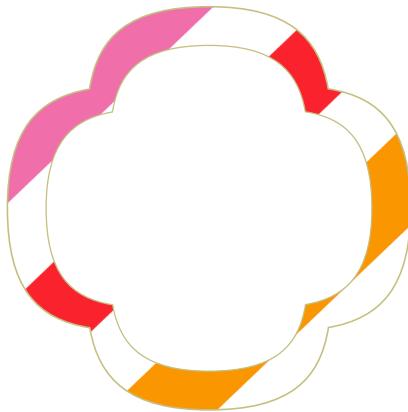
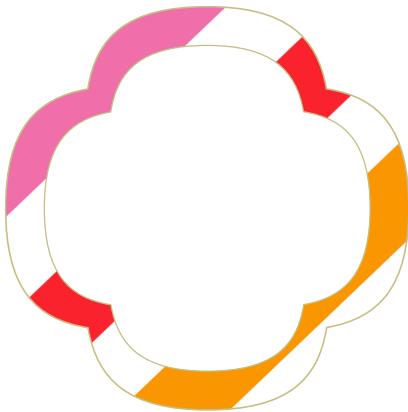
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NOTES & IDEAS

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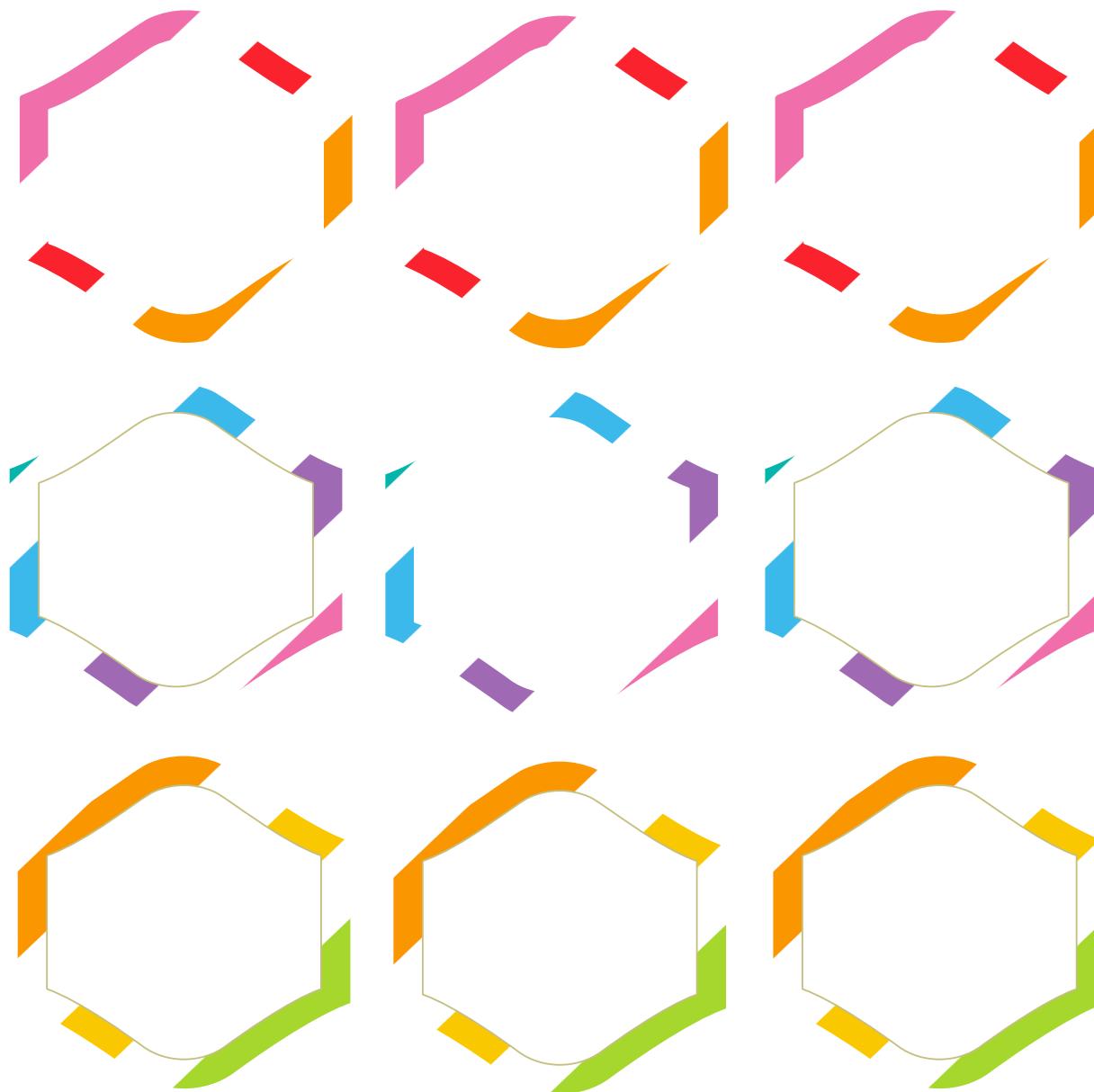
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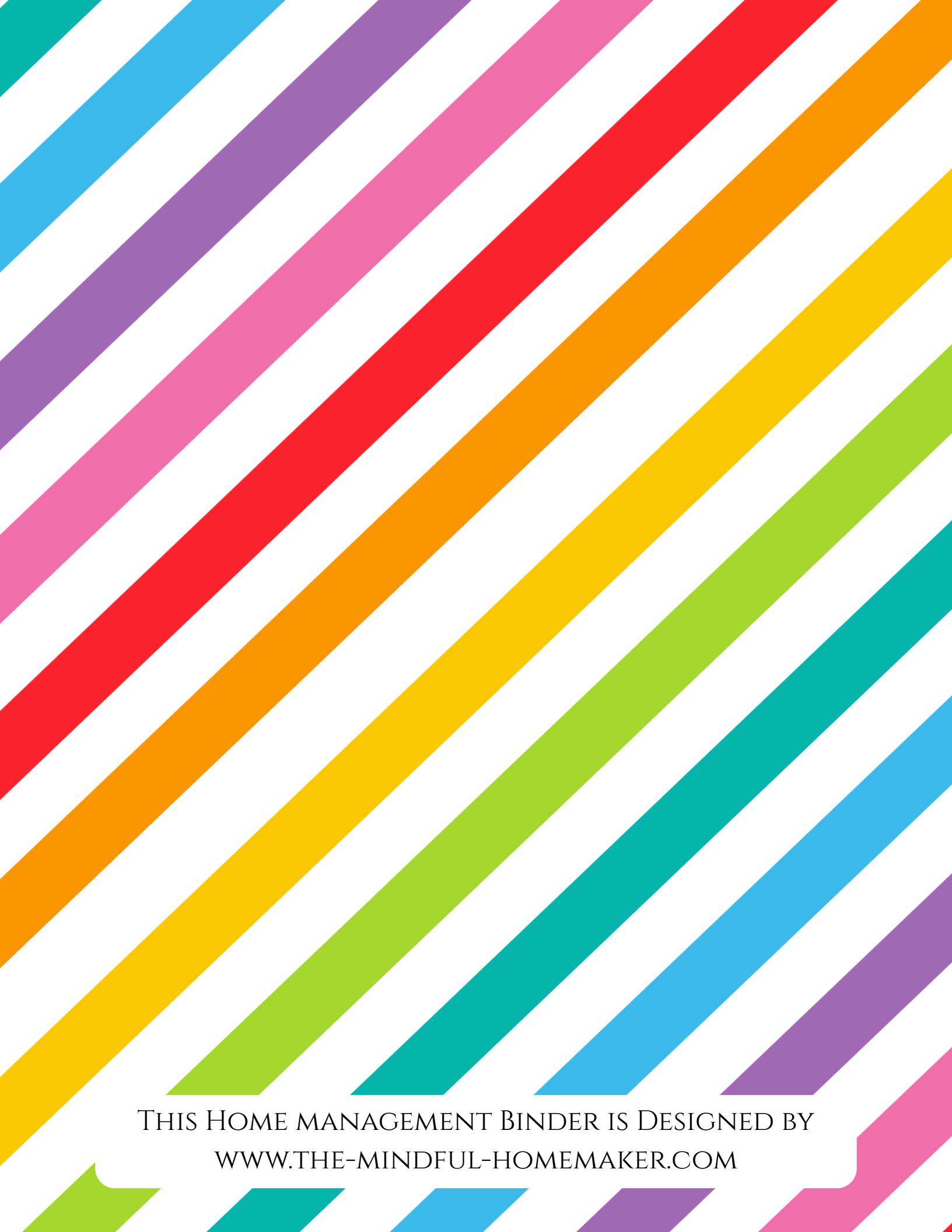


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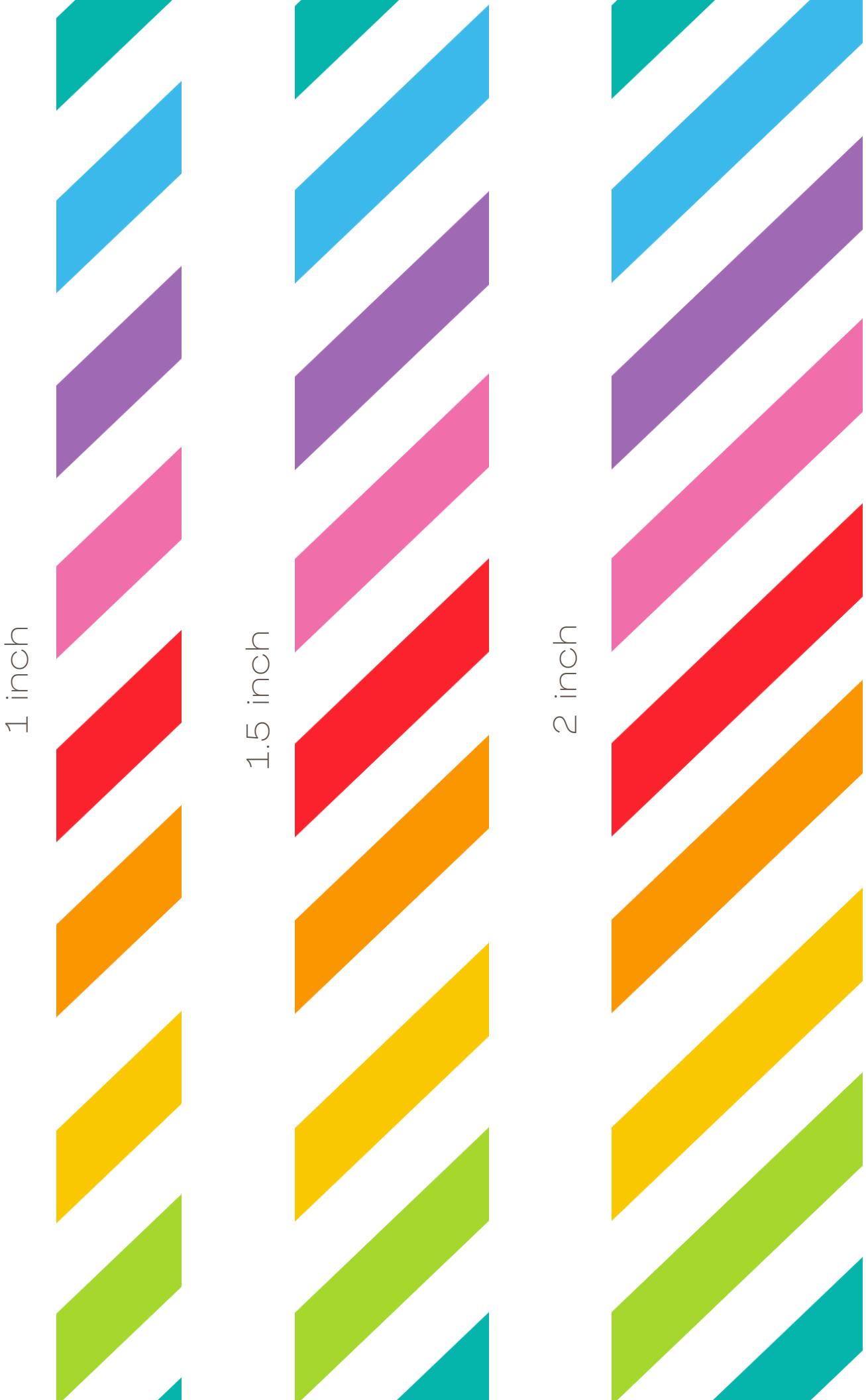


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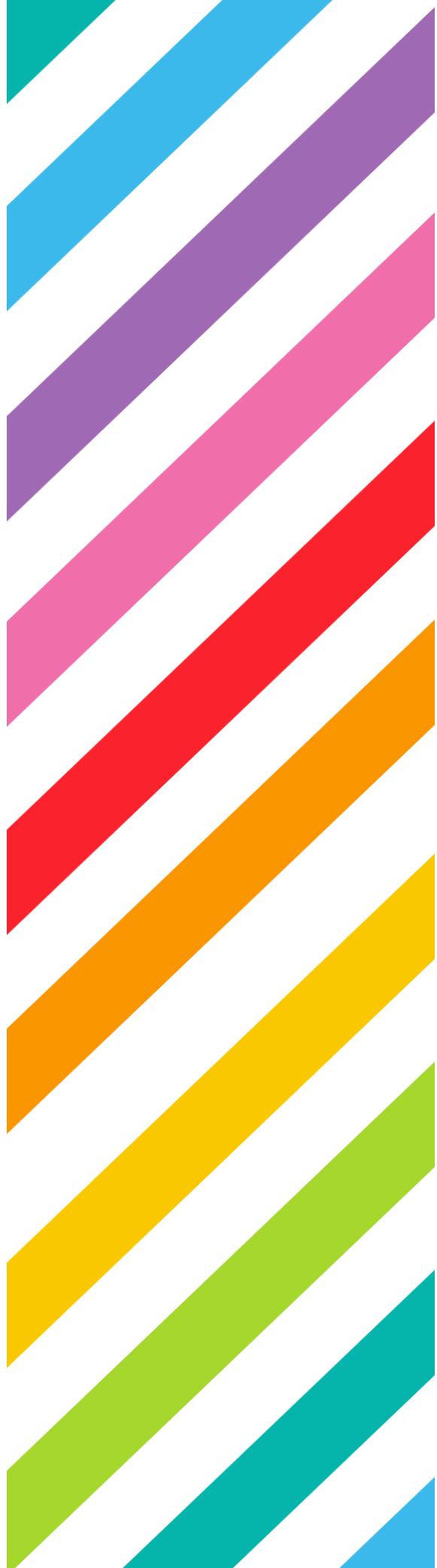




THIS HOME MANAGEMENT BINDER IS DESIGNED BY
WWW.THE-MINDFUL-HOMEMAKER.COM



3 inch



4 inch

