



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

## 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

Favourite Recipes Online

Favourite Recipes By Book

Favourite Soups & Salads

Favourite Appetisers & Snacks

Favourite Main course & Desserts

Favourite Side Dishes

# 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:

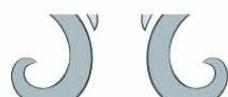
Local Police (Non-Emergency):

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:

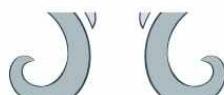
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Notes:

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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:

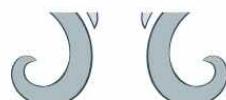
Utility company Phone:

Utility company Address:

Utility company Name:

Utility company Phone:

Utility company Address:



## HOUSEHOLD INFORMATION

### KEY INVENTORY

Key Holder Name:

Key Holder Name:

Key Purpose:

Key Purpose:

Number of Copies:

Number of Copies:

Where Stored:

Where Stored:

Key Holder Name:

Key Holder Name:

Key Purpose:

Key Purpose:

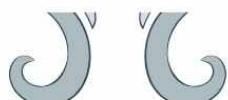
Number of Copies:

Number of Copies:

Where Stored:

Where Stored:

Notes on Digital Entry Codes:



## HOUSEHOLD INFORMATION

### WIFI & PASSWORD

Network Name (SSID):

.....  
Password:

.....  
Router Make/Model:

.....  
Router IP/Login Info:

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Location of Router:

.....  
ISP (Name, Phone, Website):

Network Name (SSID):

.....  
Password:

.....  
Router Make/Model:

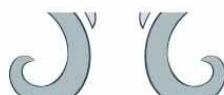
.....  
Router IP/Login Info:

.....  
Location of Router:

.....  
ISP (Name, Phone, Website):

Setup/Service Call Notes:

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## FINANCES

### MONTHLY BUDGET PLANNER

Total Household Income:

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Savings Contributions:

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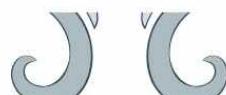
Other Incomes or earnings:

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

## 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

Meat

## Dairy

## Pantry

Frozen

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## Toiletries

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## MEAL PLANNING GROCERY LIST- SIMPLIFIED

## MEAL PLANNING MASTER GROCERY LIST

Cereals

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Dairy

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Fruit

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Vegetables

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Meats

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Baking

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Refreshments

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Misc

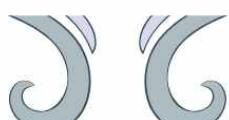
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# MEAL PLANNING PANTRY INVENTORY

## MEAL PLANNING FREEZER INVENTORY

## MEAL PLANNING FAVOURITE RECIPES ONLINE

## MEAL PLANNING FAVOURITE RECIPES BY COURSE

# MEAL PLANNING

## FAVOURITE RECIPES BY COURSE

## MEAL PLANNING FAVOURITE RECIPES BY COURSE

## MEAL PLANNING FAVOURITE RECIPES BY COURSE

## MEAL PLANNING FAVOURITE RECIPES BY BOOK

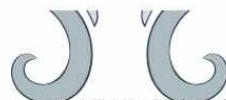
MEAL PLANNING  
MONTHLY MEAL PLAN


Notes:

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## 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

## 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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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
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
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
14	15	16	17	18	19	20
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
14	15	16	17	18	19	20
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

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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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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#### MILESTONES:

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- \_\_\_\_\_
- \_\_\_\_\_

## 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:

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EXTINGUISHER LOCATIONS :

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FIRE DRILL DATE:

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LAST INSPECTION

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ESCAPE ROUTES:

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# 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:

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WATER SHUT-OFF VALVE  
LOCATION:

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FUSE BOX LOCATION:

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HOA DETAILS:

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MAINTENANCE CONTACTS:

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# REFERENCE & NOTES

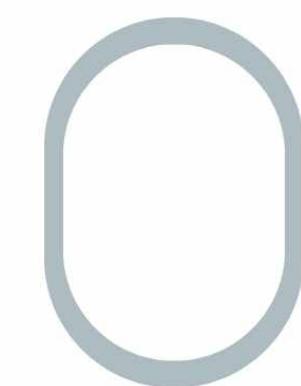
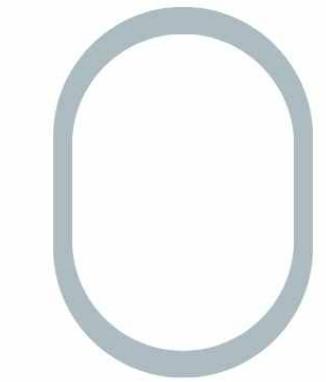
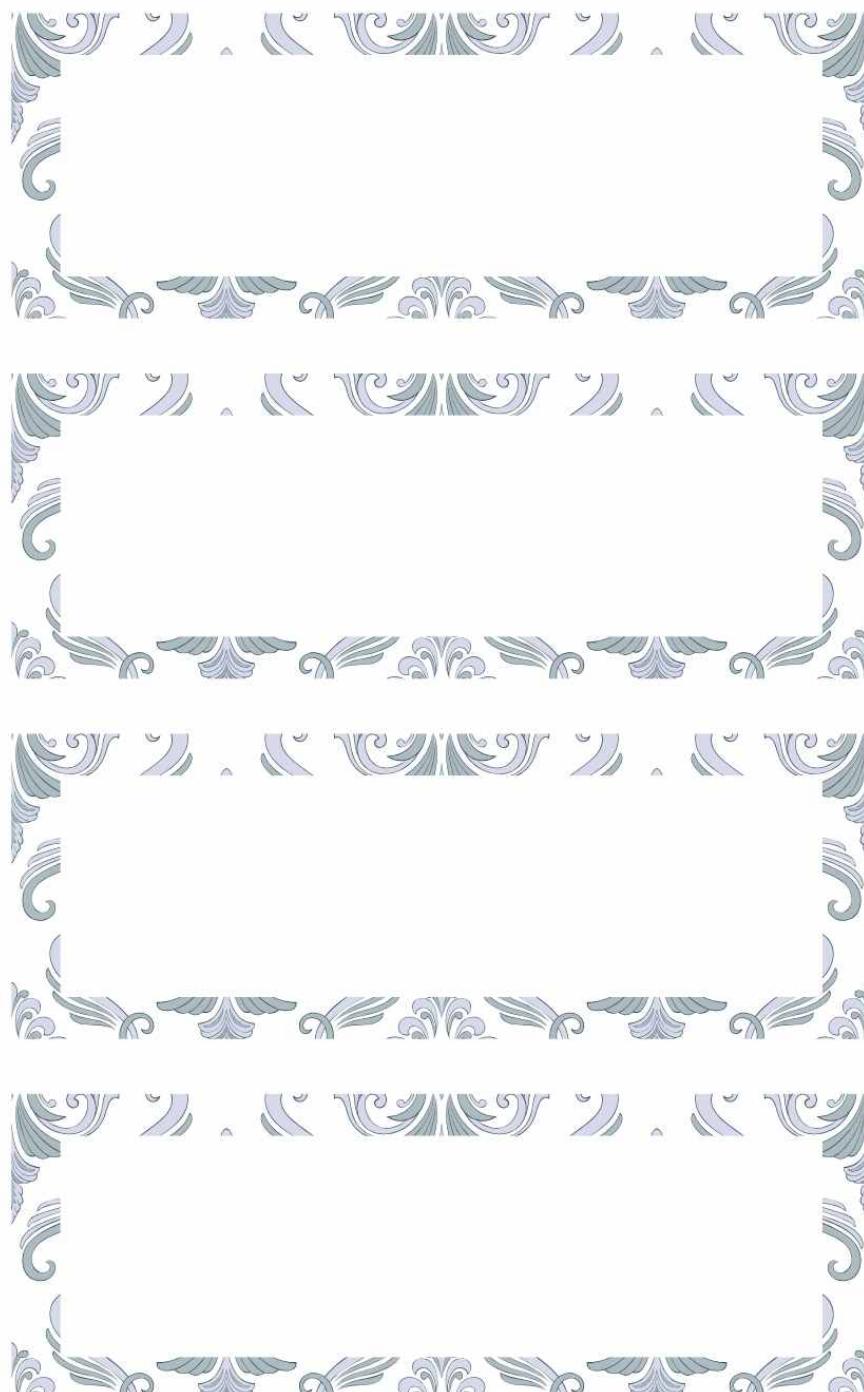
## GIFT PLANNER

REFERENCE & NOTES  
NOTES & IDEAS

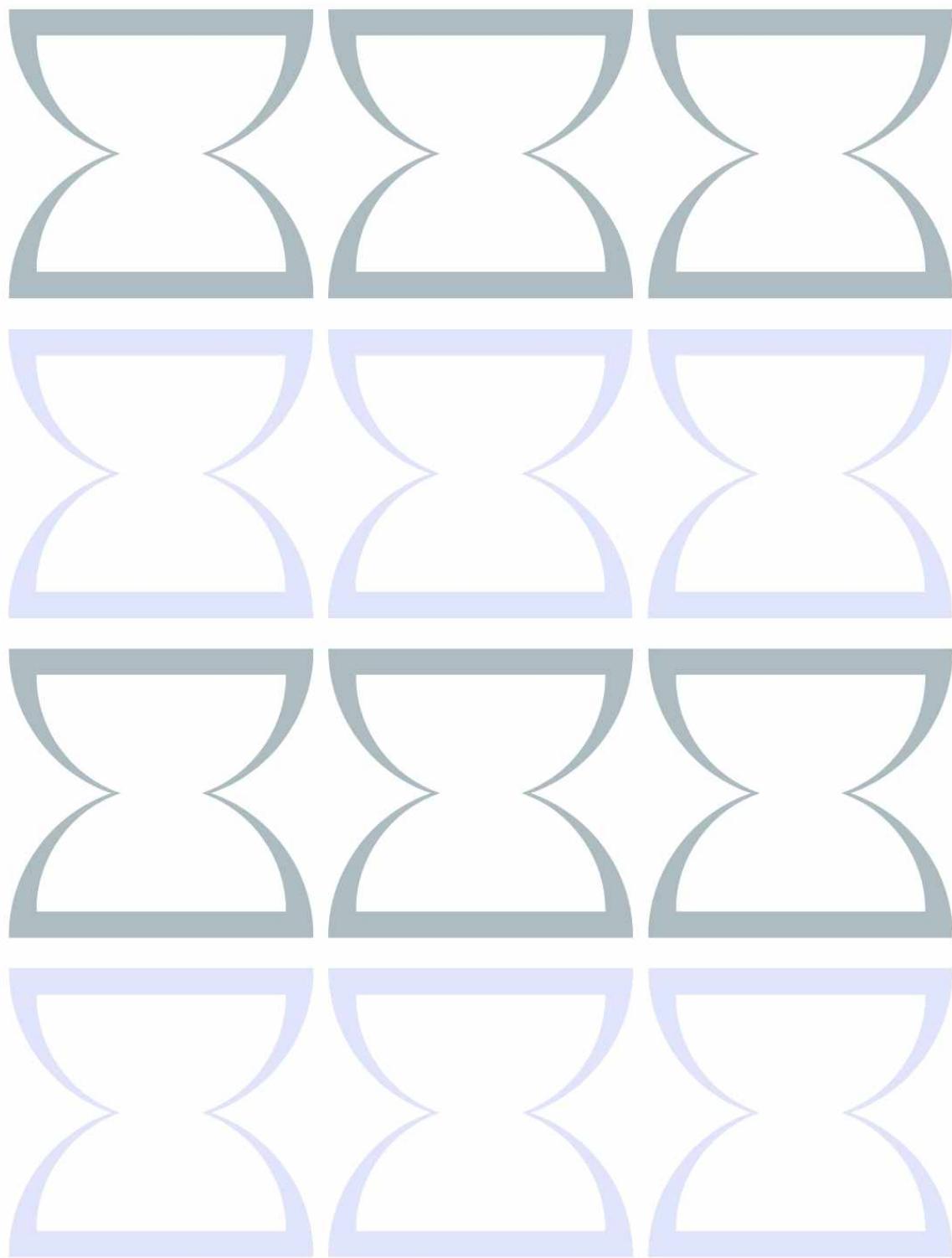
REFERENCE & NOTES  
NOTES & IDEAS

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NOTES & IDEAS

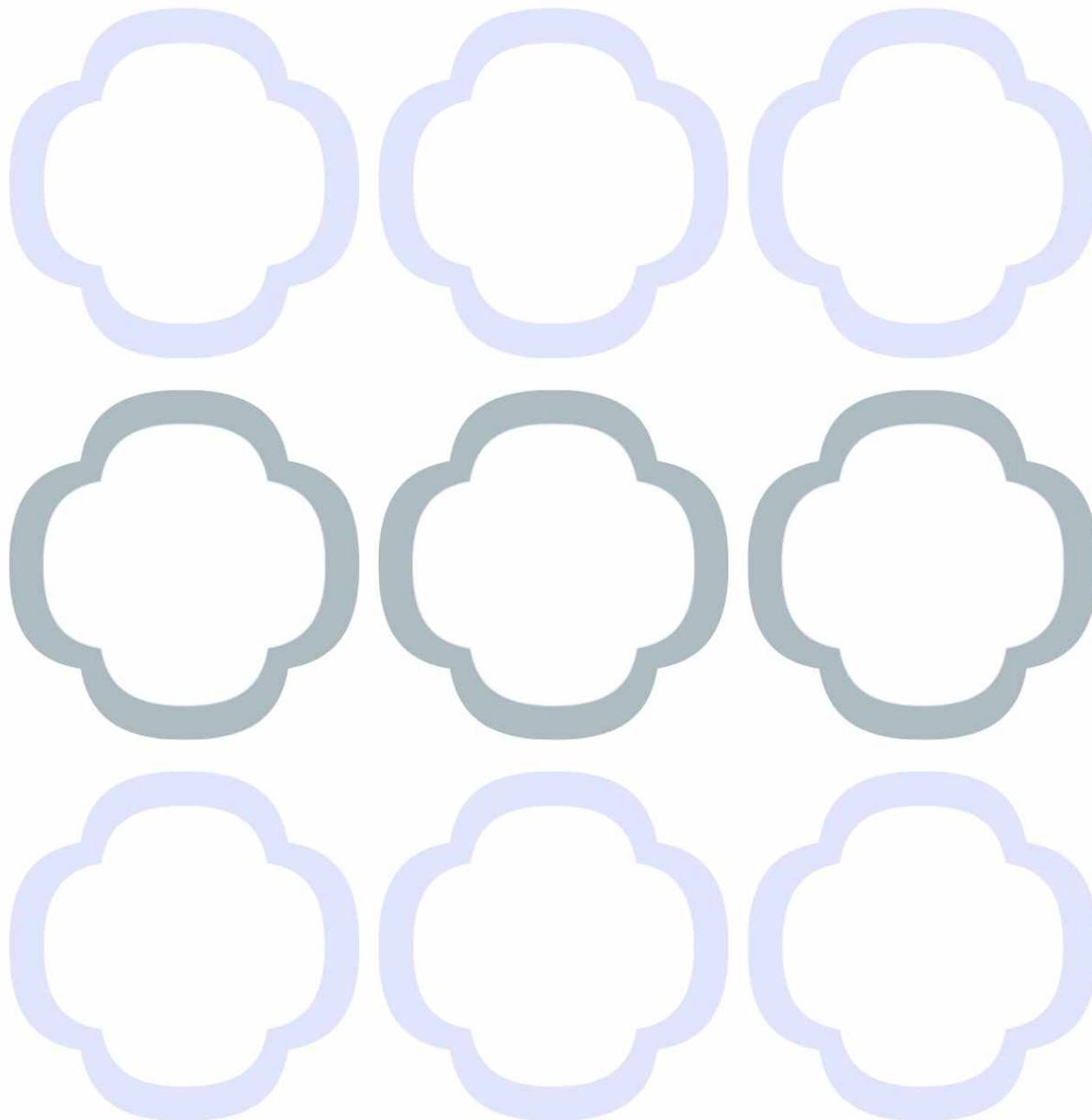
ADD ONS  
PRINTABLE TABS



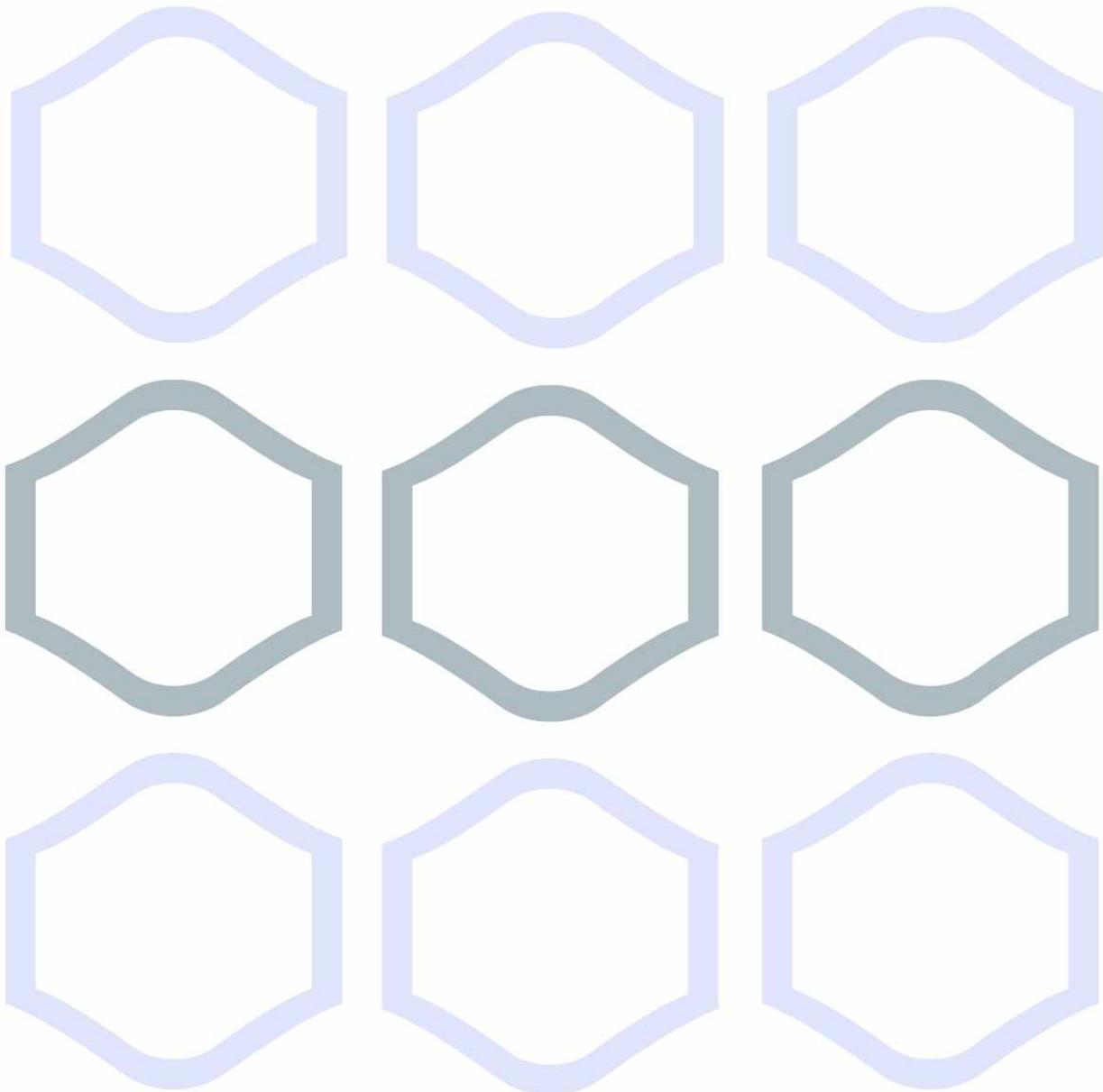
ADD ONS  
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PRINTABLE TABS



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PRINTABLE TABS





THIS HOME MANAGEMENT BINDER IS DESIGNED BY  
[WWW.THE-MINDFUL-HOMEMAKER.COM](http://WWW.THE-MINDFUL-HOMEMAKER.COM)



2 inch

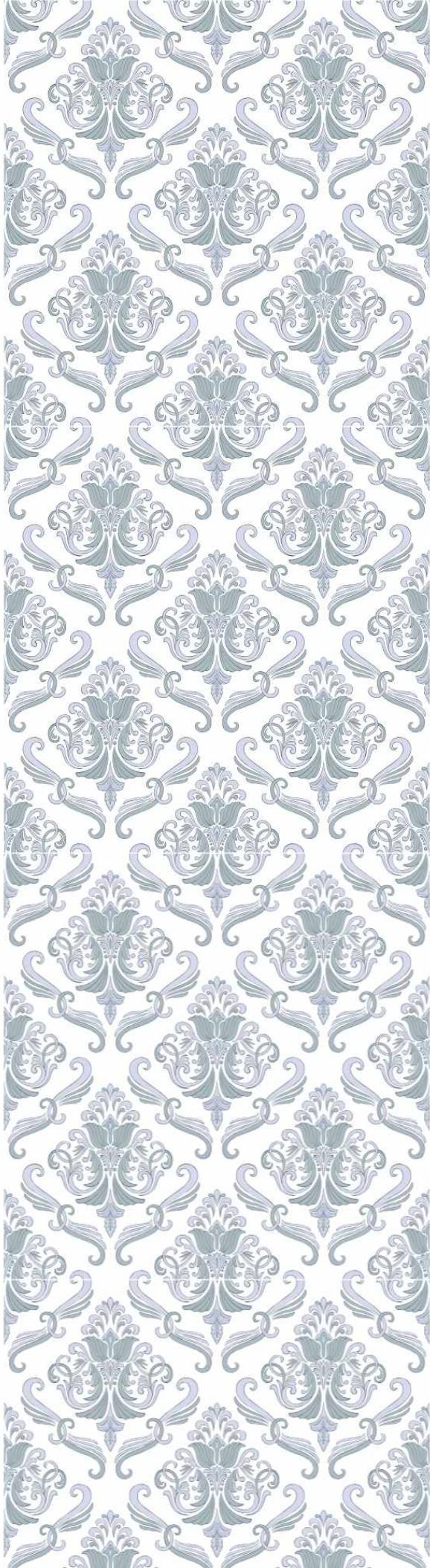


1.5 inch



1 inch

3 inch



4 inch

