

Home-Planning Binder Setup Guide

A simple physical system for samples, decisions, receipts, and room-by-room plans.

Your binder should make decisions easier, not become another project to maintain. Begin with the sections you will actually use and add detail only when it earns its place.

USEFUL SUPPLIES

- ☐ Sturdy 3-ring binder
- ☐ Tabbed room dividers
- ☐ Sheet protectors for inspiration images and large samples
- ☐ Zipper pouch for paint chips, fabric, wallpaper, and a small measuring tape
- ☐ Graph paper and pencils
- ☐ Envelope or pocket for receipts and warranties

RECOMMENDED ORDER

- 1. Whole-home vision, palette, finishes, and master budget
- 2. Room sections in the order that matters to you
- 3. Receipts, warranties, care instructions, and spare labels
- 4. Archive section for completed rooms and discontinued selections

What Goes Behind Each Room Tab

- ☐ Room vision and inspiration
- ☐ Measurements and scaled floor plan
- ☐ Photos of the room today
- ☐ Keep list and fixed features
- ☐ Paint, fabric, wallpaper, and finish samples
- ☐ Product sources, links, dimensions, and prices
- ☐ Room budget and contingency amount
- ☐ Orders, delivery dates, return deadlines, and receipts
- ☐ Final selections and care notes

KEEP PAPER AND DIGITAL RECORDS ALIGNED

Use the same room names in the binder and your digital folders. Write the digital file name on important printed pages. Photograph small samples and receipts before they can be lost or faded.

MY BINDER SECTIONS

WHERE THE BINDER WILL LIVE

MY DIGITAL BACKUP LOCATION

MONTHLY OR PROJECT REVIEW ROUTINE
