

## Your Personal Information Management

### My to-do list is:

- Organized, all in one or two places.
- On little notes all over the place.
- Non-existent.

### I have the following piles in my home awaiting my attention: (check all that apply)

- Magazines and other personal reading
- Non-junk mail that I'm going to get to eventually
- Junk mail and catalogs I want to go through
- Paper that needs to be filed, recycled or otherwise dealt with
- Other (specify):

### Regarding junk mail: (check all that apply)

- I get a lot.
- I get a little.
- Junk mail slows me down when I go through my mail each day.
- Junk mail does not take up much of my time.
- Junk mail is adding significantly to the clutter in my house.
- Junk mail is not a clutter problem for me.
- I have opted out of junk mail at websites like *www.catalogchoice.org* or *www.DMAchoice.org*.
- When I get an unwanted catalog, I go to the company's website and opt out of their mailing list.

### What do you do with junk mail that comes to your home?

- Save most of it to look at sometime
- Recycle most of it immediately
- Read what is useful in a timely fashion, recycle the rest
- Other:

### Which most closely describes your magazine, newspaper and other personal subscriptions?

- I have subscriptions I know I'll never read.
- I have subscriptions I plan to eventually read.
- I usually read all of the periodicals I subscribe to before the next one comes.
- I don't have any subscriptions.

**My file drawers are:** (check all that apply)

- Mostly organized.
- Mostly disorganized.
- Full of stuff that I'll probably never need again.
- Filled with files I might need but rarely use that are taking up prime filing space instead of being archived elsewhere.
- A total disaster.
- Not full and have space for additional filing.
- Jammed full.

**The information I have on my personal computer is:**

- Extremely important.
- Pretty important.
- Somewhat important.
- Not at all important.

**My passwords for my computer accounts are:** (check all that apply)

- The same for each account.
- Different for each account.
- The same for some accounts but a lot are different for other accounts.
- Something simple to guess like my first name.
- Trickier to guess, but not as secure as they could be.
- A combination of upper and lower case letters, numbers and symbols.

**I back up my computer files:**

- Daily or more often.
- At least once a week.
- At least once a month.
- Never.

**Regarding email:** (check all that apply)

- I check out every email that comes into my email box, including junk mail, jokes, etc.
- I usually quickly delete spam, jokes, etc. without reading.
- I have a good spam filter.
- I spend about the right amount of time on my email.
- I spend too much time on my email.
- My email time is way out of control.

**Regarding paper:**

- My paper is under control.
- My paper is somewhat out of control.
- Help! I'm buried in paper!

***Your Personal Information Management***

Do you know where the following are?	Definitely Know	Probably Know	No Clue	N/A
Receipts to items still under warranty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your homeowner's insurance policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manuals to appliances and other items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your doctor's phone number (other than in the phone book)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your health insurance card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your birth certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your child(ren)'s last medical checkup record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Where are your important documents** (deed, car title, marriage license, birth certificate, etc.)?

- Safely stored in a safe deposit box at the bank or in a fireproof container at home
- In my desk drawer or other location well-known to me
- In a location that I'm pretty sure I could find within about 15 minutes
- I don't have a clue; they must be somewhere!

**The business cards that people give me are:**

- All over the place.
- In one specific place, but not sorted.
- Sorted and filed or scanned into the computer.
- Other:

**When I go to a meeting, class or convention (like a home show), I usually:**

- Take a bunch of handouts but never look at them.
- Take a bunch of handouts, look them over and discard the ones I don't want.
- Take a bunch of handouts and read them all.
- Take a few handouts and read the ones that I take.
- Take a few handouts but usually don't get to them.

**Overall, on a scale of 1-10 where**

1 = "My personal information is completely under control," and

10 = "My personal information is completely out of control,"

**I would give myself a rating of:**

**What priority level would you give to making changes to your personal information management?**

- High priority                       Medium priority                       Low priority