

# Make Your OWN Brain-In-A-Binder!

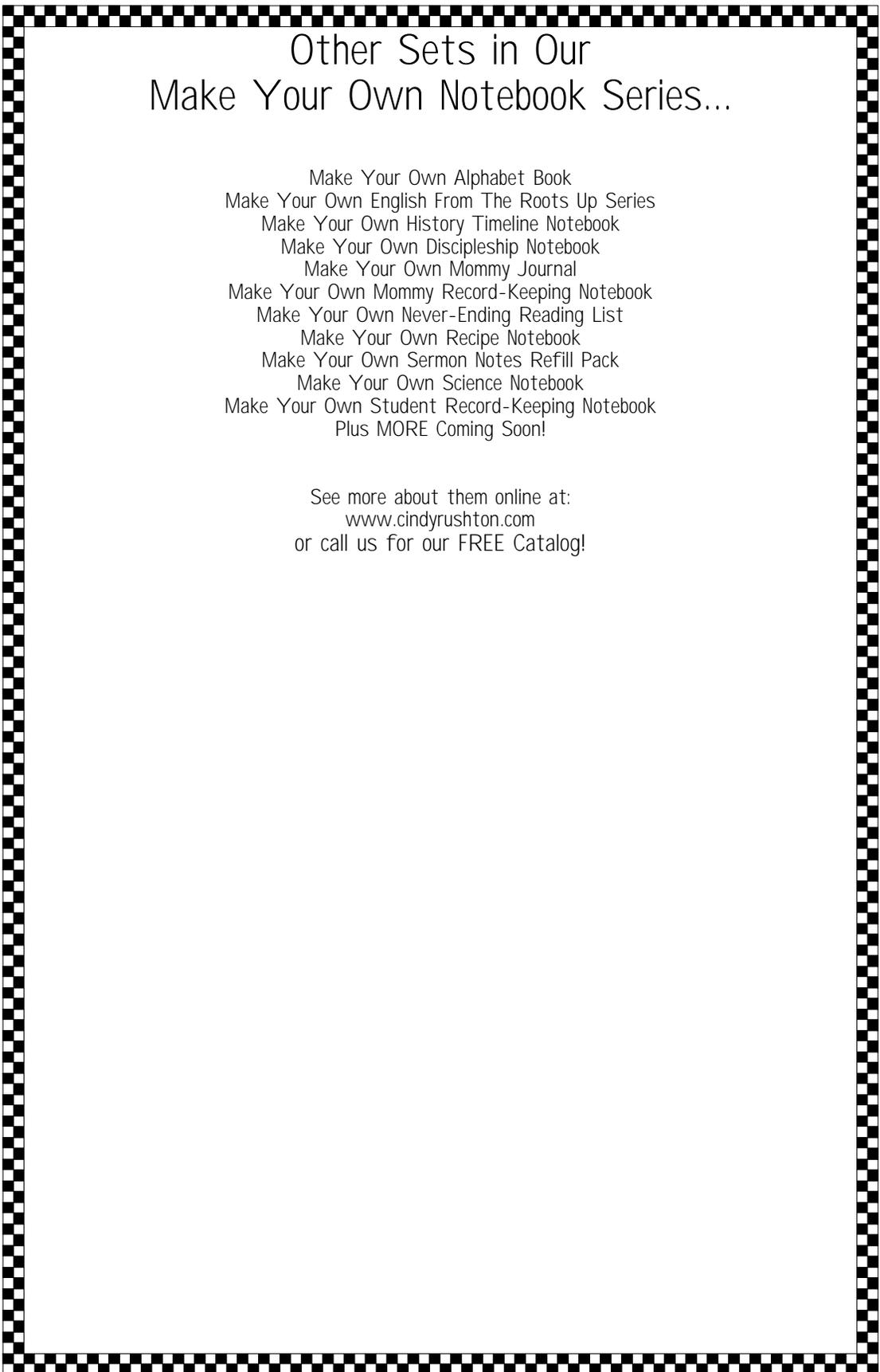
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Make Your Own Discipleship Notebook  
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Make Your Own Mommy Record-Keeping Notebook  
Make Your Own Never-Ending Reading List  
Make Your Own Recipe Notebook  
Make Your Own Sermon Notes Refill Pack  
Make Your Own Science Notebook  
Make Your Own Student Record-Keeping Notebook  
Plus MORE Coming Soon!

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# Make Your OWN Brain-In-A-Binder...

Welcome! I am so excited to finally have our MAKE YOUR OWN BRAIN-IN-A-BINDER series ready for you to build!

Just as many of you, I am currently very, very busy. You and I have to keep up with SO much each and every day...week...month...and year! I have looked EVERYWHERE (trust me!) for a system that could really work for me. Well, you see the result! I could not find any system with pages that really were designed for all of the many areas that I balance each and every day. Most were full of pages that I did not have ANY use for. Then, even the most helpful systems, were just not my "style." They were either TOO PRETTY to use or they were SO PROFESSIONAL that I was almost scared that my little notes would mess things up! They were not friendly enough for me to ACTUALLY use as "my brain in a binder!"

After designing this system, I have USED this system to see how it would work out for the busy woman. I have also noted the "kinks" that needed to be worked out. Now, I have to tell you my review! It works! It is the very first system that has really come along-side of me helping me with the details that are needed to keep me going on the right track!

Now, I bring it to you! You will also be able to build YOUR OWN BRAIN-IN-A-BINDER to suit your very own needs, preferences, and personality! No longer will you have to buy a system and throw away MORE of it than you use! Rather, you can buy only the sections that will help you to uniquely design a binder that can meet your very own needs! Of course, if you find a specific idea that will meet a need that we have not considered, just let us know! This line will be continually growing and expanding! You can help us to grow and expand along the way!

We pray that you find MAKE YOUR OWN BRAIN IN A BINDER to be easy, fun, and a companion to help make your life easier and much, much less stressful!

With Love,  
Cindy and The Rushtons

# What You Need To Begin...

- **Three-ring Binder**

All you need to make your own *Brain-in-a-Binder* using these printables is a **3-ring binder**. Whereas, this set works fine in a simple 3-ring binder, I recommend buying a nice binder that you can carry with you at all times. For my own personal planner, I purchased a nice, leather binder that I can take with me anywhere. Planning moments can be "snagged" at the oddest times. Inevitably, I need a telephone number or email address, or a detail about one of my speaking engagements at the most inconvenient times...well, unless I have my handy companion with me to do the thinking and remembering for me! I like to have my binder with me so I can best use each moment and have help at the touch of my fingers!

Binders are limitless! We do not currently stock any types of binders, but they are available almost everywhere!

When shopping for a binder, think about whether that binder will be comfortable to carry with you. I have had several different kinds through the years, but my preferences are still the real leather binders with zippers to hold in my "stuff" and plenty of pockets for cards, paper bits, and extra paper (directions, details, or separate lists that I need to work on!) I also have a wonderful tapestry binder that I LOVE for my Bible Study Binder. Another thing that you may like if you are not carrying a lot of pages at a time is a simple leather "address" book from the office supply store. Mine has a plain front and back. I took out the pages that it came with it, added my Sermon Note Pages, and I was ready to slip it inside of my Bible Cover (I have a Bible Cover that zips up. It holds my Bible, Sermon Notebook, Pens, Highlighters, Stick-it-notes, and any Sunday School Material we are working on!) Find what will work for you! Find what you like! AND know that you can always change anything that does not work at any time!

- **WHICH Pages Do I Need?**

In this series, we have lots of different forms. We designed them so you could mix and match to build a planner that would meet your own unique needs. All of our packets can be interchanged, so this packet could be used with as many other packets or all by itself to build YOUR very own BRAIN IN A BINDER!

I suggest that you take a look through the various pages in this book. Make a list of those pages that you already use AND those that you really need. You can build your binder as you go along the way. My suggestion is to begin by meeting your greatest needs. For example, if you are needing to write down appointments for your entire year, take a look at our *Monthly Calendars*. Need a bit of help planning out your school year OR renewing your mind in the midst of a busy school year, try our *Mommy Plan-*

ning pages. Need help with those "Daily To-Do's?" Try our *Daily Calendar Pages* and *To-Do Lists*! They will help you plan in advance OR walk you through your day!

Some of these forms are great for planning out a new school year or business year. You may not want them in your binder all year long. For those forms, I store mine away in an inexpensive binder (I like the small 3-ring binders that I can label on the spine. I keep my "used" pages in separate binders like I would separate files. For example, my sermon notes are kept in one binder that has dividers for the different "series" topics that my pastor teaches. I keep either one or two years (as much as can fit!) in each binder so I can easily find sermon notes that I am looking for! It is wonderful, especially when I am trying to look up a certain verse!

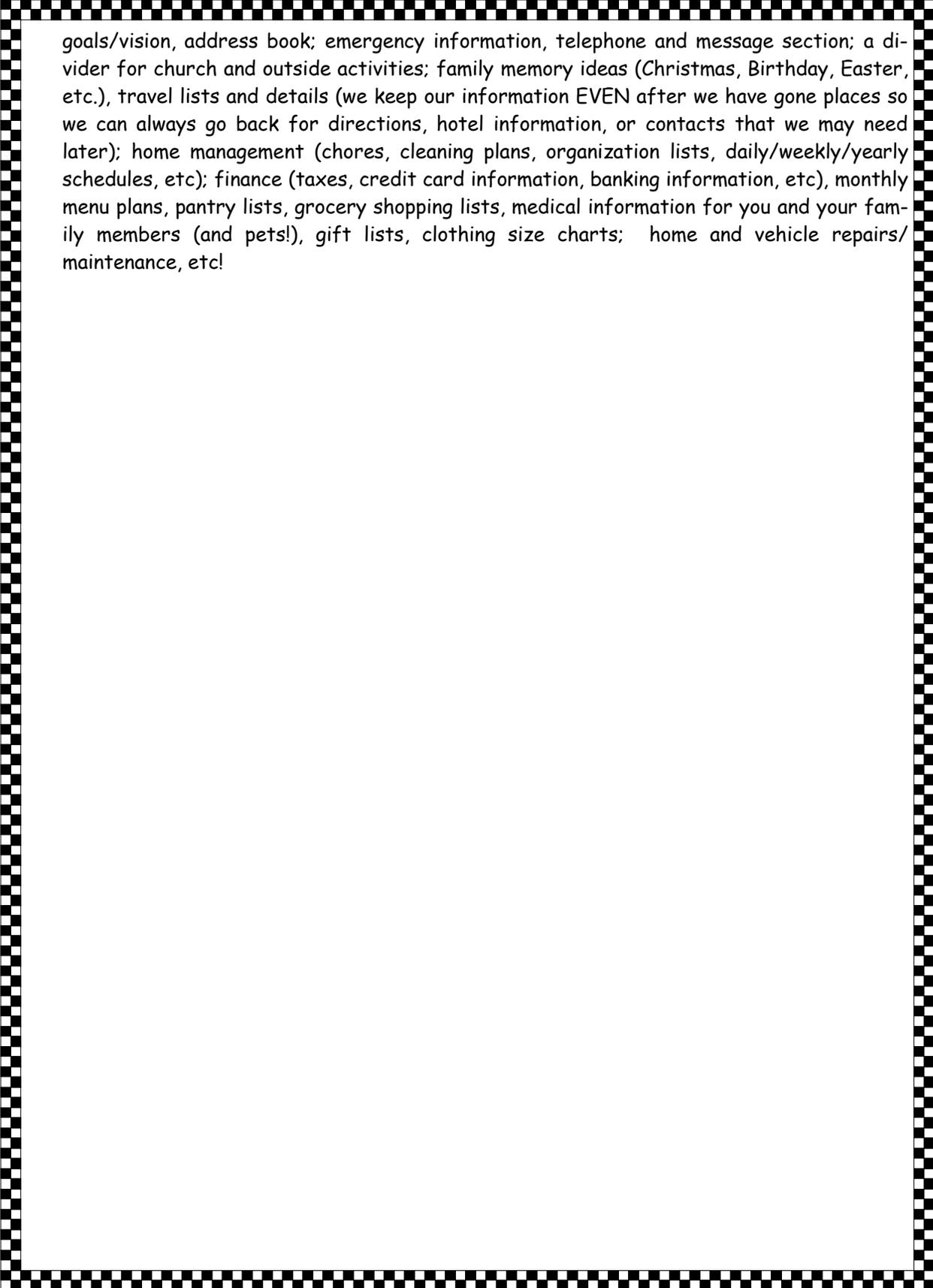
I use the same system with my business information that I keep in my binder. I cannot tell you how nice it is to go back to my binders from years before to find directions to a convention or email addresses for my contacts! Again, at the end of the year, I just divide off my business forms into their own storage binder and add new ones into my binder! This same method works for other sections of my planner that I use like my *"Reading through the Bible Log,"* "Menu Planner" and my Homeschool *"Mommy Journal"* planner.

We homeschool our children. I also keep their records in this same format. Throughout the school year, I add "finished" pages to the binder so the one I carry all of the time stays most efficient. At the end of the year, I take out all of my calendars, reading logs, and other forms that are left to also add to that notebook. Of course, many moms like to keep everything in one place. That is fine too! The goal with our system is to work for YOU, not to work you! You can use our system any way that you prefer—after all, YOU are making your OWN BRAIN in your binder!!

Not to mention, I am so happy to offer our system in this particular format because I always have found that I run out of some pages faster than others. This system not only takes that into consideration, but plans for it from the very beginning! I hope that you will enjoy our format!

# Ready To Make Your Own Brain-in-a-Binder????

- ♥ **Decide on your type of notebook...** Everyone has their own preferences. Think through yours. What do you like? What size works nice for you? What type fits your budget... preferences...basic needs? Since we use vinyl 8.5 X 11 inch 3-ring binders with presentation covers for most of our homeschool studies, we had extras on hand when I needed to set up my notebook. I made my own cover pages on my computer and made it completely "mine!" One quick hint! Mine is about packed full. I am almost ready to take out those pages that seem to be developing into a notebook of their own. This is FINE! As it fills, divide off the pages that seem to need their own notebook. For example, menus/shopping lists/baking hints may eventually divide off into their own binder. Or...you may be like me and quickly find that your home management section grows and grows with your chore lists, cleaning tips, or organization plans. There are NO rules! Just let this tool be your personal assistant!
- ♥ **Choose your style of dividers...** So far, my pick has been the see-thru plastic dividers with indexes for each section. You can mark on them with your Sharpie or print your own set of nice printed labels. I love these because I can easily thumb through to the sections that I needed. Oh, one more thing! I chose the tabs that are colored so each of my sections could have the "color" that would remind me of that section. Other options include printing card stock pages, laminating, and 3-hole punching. On those printed pages, you can include neat checklists, prayer lists, bible verses, etc.
- ♥ **Set up your divisions and set up your dividers...** Begin by brainstorming through your needs. Think about those papers that are desperately needing a home! Think about those areas that are constantly creating stress. Don't forget about those areas that you are working on right now. Finally, begin to keep lists that you may make only every-so-often such as travel lists...shopping lists... addresses for family, friends, business associates, or companies...school supply lists... etc.
- ♥ **Add your forms, information sheets, and personal information...** Add those goodies that are waiting for their new home. Feel like a never-ending job? It is OK! You will have this helper from now on, so as you find more, add them! Find information without a spot? Add more divisions/dividers! Make it yours! Let it continue to grow! Do you need forms to make your notebook more orderly?
- ♥ **Find the perfect place for your notebook's new home...** Find the best place for your notebook. **Considerations:** Be aware of spills...where your information will be utilized the most (by the phone, in the kitchen, at your desk.)...
- ♥ **What goes in it?** Again, make it yours! Here are some thoughts: family calendar, family



goals/vision, address book; emergency information, telephone and message section; a divider for church and outside activities; family memory ideas (Christmas, Birthday, Easter, etc.), travel lists and details (we keep our information EVEN after we have gone places so we can always go back for directions, hotel information, or contacts that we may need later); home management (chores, cleaning plans, organization lists, daily/weekly/yearly schedules, etc); finance (taxes, credit card information, banking information, etc), monthly menu plans, pantry lists, grocery shopping lists, medical information for you and your family members (and pets!), gift lists, clothing size charts; home and vehicle repairs/maintenance, etc!

# Need More Encouragement or Help With Homeschooling, Homebusiness, or Homemaking???

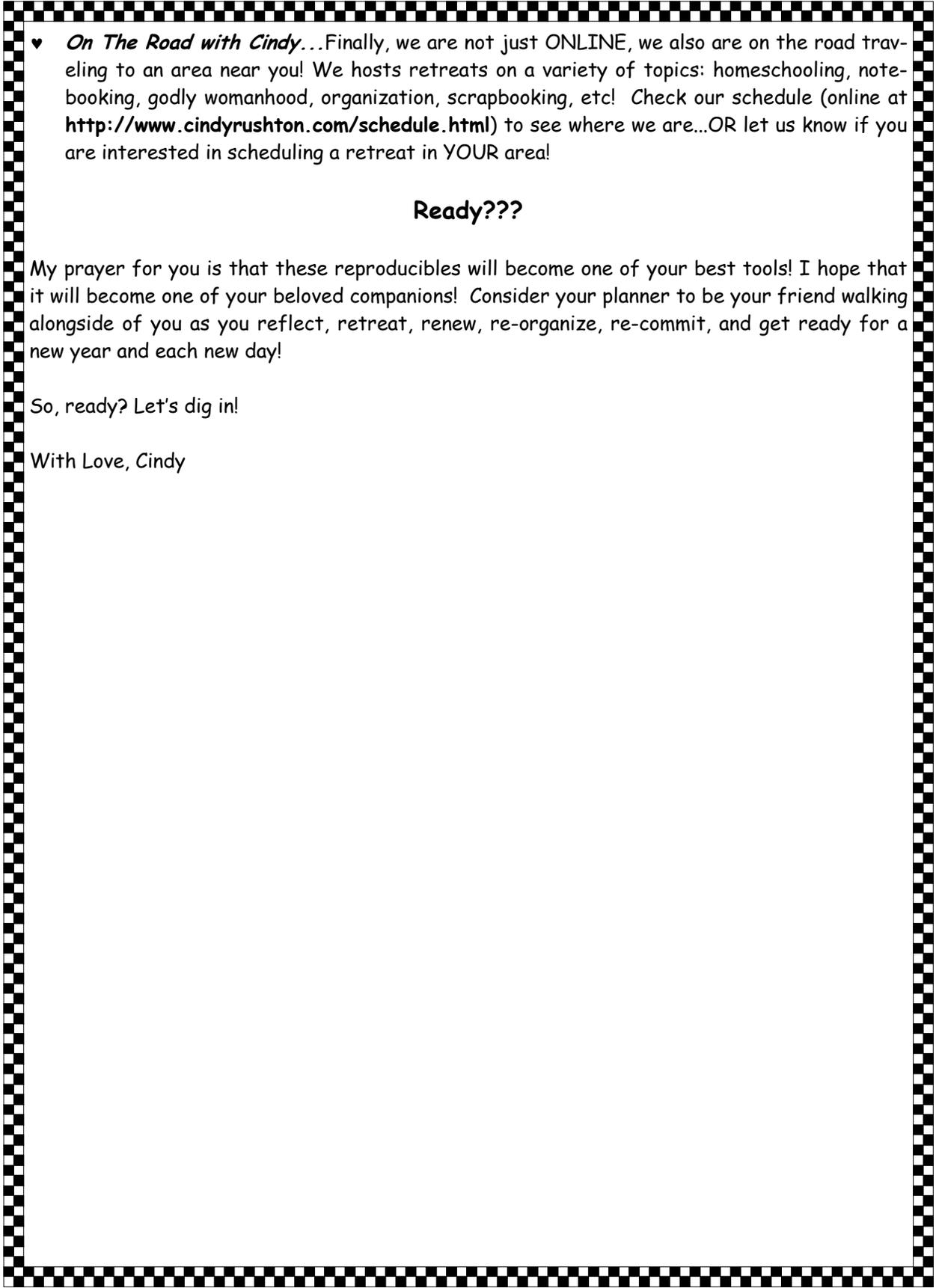
Our business has more than just our planners and packets to help you! We sponsor an online ministry through our website (<http://www.cindyrushton.com>) and *Mom-to-Mom Discussion Board* (see our website, click DISCUSSION to take you there). We publish two magazines written from our heart to YOURS. We publish all of our own books on a wide variety of topics. In addition, we produce tapes and tape sets from all of our workshops and retreats. PLUS, we have a full line of other great books, tapes, and idea books!

Oh, I know how busy women are today! My heart goes out to you as you face so many decisions almost on a minute-by-minute basis. There are so many choices...so many decisions...so many little challenges all along the way! It is because of this that I began a support network across the miles for Godly women. Want to know more about what we offer?

- ♥ **Our Website:** <http://www.cindyrushton.com> is our primary focus of ministry online. At our "home on the web" you will find articles, samples of our chapters, and more reproducible forms to help you along your journey. There are pages and pages of free articles and help posted as our gift for YOU. You can go there 24 hours a day, 7 days a week—at your leisure. All material on our website is free for you to view and print out. PLUS, we also have an extensive listing of great products that are chosen especially with the busy mom in mind. Plus, we offer online ordering for your convenience. If that were not enough, we also host a forum for Mom-to-Mom Discussion. Well, more on that next...
- ♥ **Mom-to-Mom Discussion Board** is our newest addition to our ministry across the miles. Our discussion board is located on our website at <http://www.cindyrushton.com>, just click the link entitled **DISCUSSION** and you will go directly into our message board. Although you do not have to join to peruse the postings, we would love for you to join so we can stay in touch with you. Memberships on Mom-to-Mom are completely private and secure. The postings include everything from our weekly articles and specials to mom-to-mom posts to prayer requests and praises to articles from our magazines. Check it out—but, don't forget a big cup of tea!
- ♥ **Time for Tea** is published on a quarterly basis available through regular mail subscription or FREE by email. The focus of each issue is Titus Two encouragement. Titus Two meaning that each issue will endeavor to step up to the call of encouraging each of you to, "...be *sain and sober of mind (temperate, disciplined), and to love their husbands and their children, to be self-controlled, chaste, homemakers, good-natured (kindhearted), adapting and subordinating themselves to their husbands, that the word of God may not be exposed to reproach (blasphemed or discredited).*" (Titus 2: 4-5

**AMP)** Articles range from topics covering developing a closer walk with the Heavenly Father to ministering to the heart of your husband to discipling our children with a Godly heritage to ideas for homemaking from the heart to becoming a vessel that God can use! Each issue will be jam-packed with timely articles that are designed to give you a time for renewing your mind and refreshing your spirit during your Time for Tea! To subscribe to this list by email, simply sign up for free at our website: <http://www.timeforteamagazine.com>!

- ♥ **Homeschooling... The EASY Way** is currently finishing its third year. It is available by regular mail subscription and FREE by email. The focus of **HOMESCHOOLING THE EASY WAY** is to encourage a return back to God's design for the godly home and homeschool! Each issue includes articles that encourage homeschooling with a lifestyle of real learning that returns to the OLD PATHS that have worked for centuries. Topics range from hearing God in your homeschool to balancing all of the many demands that the busy homeschool mom faces day-to-day to teaching lessons in a simple, EASY way to VERY practical ideas that are sure to make homeschooling in your home EASY too! You won't want to miss a single issue! To subscribe to this list by email, simply sign up for free at our website: <http://www.homeschoolingtheeasyway.com>
- ♥ **SCRAP-A-LATTE Newsletter** is our NEWEST periodical! It is available inside our other magazines by regular mail subscription and FREE by email. The focus of **Scrap-A-Latte** is probably a bit obvious by its name—to give you a "shot" of inspiration, encouragement, and FUN ideas for Scrapbooking. Want a workshop in the MAIL (or email)? Want ideas that are simple AND help you to COMPLETE your albums? You will LOVE this Newsletter! To subscribe simply sign up at our website: <http://www.scrapalatte.com> or check in regularly at our *Mom-to-Mom Discussion Board*.
- ♥ **Time for Tea Email Discussion List** is up and booming! Discussion is simply wonderful! We discuss just about anything! Conversation, companionship, and encouragement are the topics here. Questions AND answers are shared woman-to-woman on anything from how to live as a virtuous woman to homeschooling with a lifestyle of learning. You will also find us discussing articles from our magazines, or other beautiful thoughts - poetry, art, music, recipes and handiwork. We even plan to talk about how we apply the philosophy of Charlotte Mason to enrich our lives. Come join us for this little treat in each day...our Time for Tea! To subscribe simply sign up at our Yahoo Group: <http://groups.yahoo.com/group/TimeforTea>
- ♥ **Homeschooling The Easy Way Discussion List** is another great ministry that we sponsor online! Discussion is simply wonderful! We discuss just about anything, but homeschooling is the main focus! You will also find us discussing articles from our magazines, or other beautiful thoughts - poetry, art, music, recipes and handiwork. We even plan to talk about how we apply the philosophy of Charlotte Mason to enrich our lives. Come join us for this little treat in each day...our Time for Tea! To subscribe simply sign up at our MSN Group: <http://groups.msn.com/HomeschoolingTheEasyWay>

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- ♥ *On The Road with Cindy*...Finally, we are not just ONLINE, we also are on the road traveling to an area near you! We hosts retreats on a variety of topics: homeschooling, notebooking, godly womanhood, organization, scrapbooking, etc! Check our schedule (online at <http://www.cindyrushton.com/schedule.html>) to see where we are...OR let us know if you are interested in scheduling a retreat in YOUR area!

### **Ready???**

My prayer for you is that these reproducibles will become one of your best tools! I hope that it will become one of your beloved companions! Consider your planner to be your friend walking alongside of you as you reflect, retreat, renew, re-organize, re-commit, and get ready for a new year and each new day!

So, ready? Let's dig in!

With Love, Cindy

# Making Your OWN Brain-in-a-Binder!

Designing a System To Help You Balance ALL of Life!

By Cindy Rushton



Can you tell with this issue what has been on MY BRAIN? Yep! I am completely indulging myself in binders, storage containers, and even trash bags! I have been cleaning out and cleaning up. Making lists and checking them twice—well, more like fifty-five times!! Not one area of our home and business is being left untouched!

Actually, I have to be very honest. I am always like this! Every single year! This is the time of year that I am just Binder-Crazy! I actually began LAST year to get my binder ready for this New Year. I LOVE the freshness of a nice, clean, organized binder! I love actually being able to FIND information! If you do to, stick with me...this is YOUR article!

For the rest of you, you know those of you who LOVE binders but are deathly afraid of them and cannot explain why. You know, you buy a new one each year. You love the smell of leather. You love the fresh pages. BUT, something always happens that you cannot quite pinpoint that takes your joy sometime around January 25<sup>th</sup> of each year!

I don't know about you, but I always have "high-hopes." I mean, I begin every year with my precious leather binder full of wonderfully gorgeous calendar pages, renewed goals, brand new chore charts, new Bible Reading Charts (being checked off everyday!!), and even a freshly RE-COPIED address book. I just LOVE it! I almost want to sleep with it—Harold DOES take exception to that!

Well, except I had a problem that needed to be overcome! I noticed this last year. You may relate! I noticed that it never failed. Every single year I would have the same process. I began the year with my "perfect" binder—taking it EVERY place I went. I felt so "together" and much, much more "organized." My REAL brain could relax while my "brain-in-a-binder" did all of my remembering and thinking!

But...then, it would happen slowly. I inevitably found myself beginning to leave my binder in my car... then, it would be lost for weeks on end...then, by sometime around April every year, my binder would be lost...or WAS that the lump I always trip over going into the house????

## Organizationally Challenged???

Yep! This was ME! I am now diagnosed AND the prescription has been working! Need help for this "condition" too? Here are some ideas that may help!

### Take an Inventory of YOUR Needs...

First of all, think about what would really help YOU take a load off of your own brain? What would help to simplify your daily, monthly, and yearly tasks? What would help you to think out the details of your life AND keep them close so they are near you WHEN you need them (keep in mind that what you carry needs JUST enough to help you, but not TOO much because you won't carry it if it is TOO heavy!)?

I have to keep up with SO much each and every day...week...month...and year! I have looked EVERYWHERE (trust me!) for a system that could really work for me. In fact, I have TRIED almost ALL of the systems out there! I could not find any system with pages that really were designed for all of the many areas that I balance each and every day. Most were full of pages that I did not need for anything. Then, even the most helpful systems were just not my "style." I found that they were either TOO PRETTY to use or they were SO PROFESSIONAL that I was almost scared that my "little notes" would mess things up! They were not friendly enough for me to ACTUALLY use as "MY brain in a binder!"

Relate??? Want to KNOW the solution?? Just take a look at what YOU need! If you only need a binder that includes a calendar, a notebook for jotting down your "to-do's," and an address book, then you will probably be much, much better off if you purchase the actual "notebook binder" and add the special things that you want individually. Plus, you won't be as confused or feel bad for not using it all!

You don't HAVE to buy a system and throw away MORE of it than you use! Rather, you can buy only the sections that will help you to uniquely design a binder that can meet your very own needs!

### Check Out What is Out There for YOU!

Well, wondering how to KNOW what you need? Well, take an afternoon trip to your local office supply store or to your local Wal-Mart. There are MORE options than I could mention in a whole book. Decisions abound, often presenting yet another complication to getting organized and binderized! You can choose the type of binder case... number of rings in the binder... thickness of the binder... types of paper... sizes of paper... and a whole host of wonderful accessories ranging from Palm Top Computers and calculators to hole-punchers of various combinations to even Bible Studies to carry on your long commutes! See why it is SO important to know what you would want?

My greatest dilemma was choosing the style of my planner. I travel with my computer and SO many

books and extra research material that I did not want to juggle one MORE thing, much less a binder with all of the goodies that “I” could stuff in a binder! I found that binders were available for people JUST like me!

Now, you can find a “purse planner.” You can find styles that are designed to slip into your purse. Other styles are designed as briefcases. Still others look like an ordinary journal. You can even buy a simple three- ring binder for only a couple of dollars. Take a look at what is out there and decide on what is just right for YOU!

### I Know, I Know! The BUDGET!!!

While you are shopping for the system and style that is just right for YOU, you may want to also consider what will work with your personal budget! I found that when I spent a whole lot of money, I was less inclined to actually “use” my system. I was almost “saving” it for when I could be the best “steward” of my investment—yea, right! I was too afraid that I would mess it up to actually write in it! EEEK! I first had to see the real value of using a planner for managing my time AND relieving my brain so I could be a better wife, mother, and business owner! Then, I had to work with my own personal budget!

If you have an unlimited budget, trust me you can spend it ALL on planners! I was absolutely shocked to find planners (sometimes just the actual binder!!!) were a hundred dollars or more! Yep! Beyond any budget of mine!

Not to mention my budget, but also I found that many systems were so expensive yet since they did not meet my personal needs, I was really wasting a lot of money and lugging around something that was useless. Some had pages and pages just for chores and housekeeping—it took longer to plan them than to just DO them! I did not have time for that! Others had unnecessary business forms that ALSO were completely useless. Even the very best homeschooling planners seemed to include a lot of fluff that kept me keeping records instead of making memories OR even getting around to actually teaching my little ones! In other words, sometimes building your OWN system within your budget is better financially AND it meets your real needs!

I decided to find a nice leather binder (I bought mine from Franklin Covey) that I could use MY OWN pages inside. I spent a bit more than usual on the binder this year, but this binder is holding up so much better than binders in the past.

I also decided to use “dated” calendar pages for the first time this year. In the past I have only bought “undated” pages that I could use ANY month or year. Well, sounds good huh? But, the sad truth is that the first couple of months were “dated” by me...I used them and things went great! Yet, I have years and years of unused “undated” calendars! What happened? TIME! While evaluating my past failures, I found that it is much, much better to have everything ready-to-use. I have no excuses NOT to use one that is ready-to-go!

Another thing that I have done for my personal “brain-in-a-binder” is to laminate pages that I will need from year-to-year. I laminated my divider pages, my page finders (I made several that have Bible Verses I am trying to memorize this year), my Bible prayers for my family, my goals for the new year, and my emergency information. This allows me to keep those pages in daily use throughout the whole year and possibly into the new year, saving time next year when I put together my new binder. Plus! They are soooo cute and they used what fit into my budget because I already had the supplies to “make” them at my house!

### Think Through YOUR Essentials CONSTANTLY!

Although you can ALWAYS change things around, take out anything that does not work, or add new sections to meet any new need you will want to be sure that your most essential needs are met in the beginning...or lump-in-the-floor your beloved planner CAN become!

My personal “brain-in-a-binder” changes throughout the year. I balance many areas of life. There are a few sections that are MUSTS for all year round. Other sections demand more attention at times than others. So, often you will find my personal planner including different pages (I store extra sections or pages away in topical binders on my desk—old calendars, homeschool records, seminar details, planning pages, reading logs...). For example, during the early months of the year, I do more planning for my home for the year. My planner includes pages that help me organize my home, my overall schedule, and my business/family goals for the year.

During the spring, I usually spend more of my time planning out books that I work on and release during the year AND our wish list for the following school year. I can work on that type of planning while we travel to spring retreats and conventions. Plus, I have the early convention season to browse for the new picks for our following homeschool year so I can plan our lessons, field trips, and special events for the school year in advance! I also add my Mommy Journal pages (we now provide those through our business) for times along the way that I can really work through my “heart goals” for the next homeschool year.

Summer brings other changes to my planner. I usually keep basic details in my planner that help keep me on the right track. Summer finds me extremely busy. I tend to function off of “to-do lists,” seminar planning forms (with all of my details for getting me from place to place AND to help me prepare for my speaking engagements). I usually pull out all of my “planning pages” or “bulk” during the summer just to make sure that I have plenty of room for those details that I need on the road—Convenient Bible Study, Contact Information, Daily Bible Reading Log, Year-at-a-glance, Monthly Calendars, Daily Pages, Extra “To-do” and “Note” Pages, etc.

I don't even produce some of my regular forms during the summer. For example, I don't need any of my menu planning forms because I simplify my kitchen duties to only take-out or easy dishes during the summer. Having too many forms was a hindrance to me in the past. It helps SO much to know what \*I\* really need and have ONLY that in my binder!

By Fall, I begin to focus more on writing again, so my planner begins to swell with more of my project notes, menu plans, and homemaking helps. I cannot put into words the importance of getting everything that is **ESSENTIAL** for **YOU** and eliminating everything—even if the pages are **CUTE!!!**—that you will not be using!

## Ready? So...What **DO** You Need To Begin???

*(Keep in mind that these instructions are written for those of you who choose our packets, but they will work with any system you find along the way!)*

### Three-ring Binder

The first thing that you **MUST** have to make your own *Brain-in-a-Binder* is a small 3-ring binder. Again, decide which kind of binder will work best for you and your budget. You can use a simple 3-ring binder. I recommend buying a nice binder that you can carry with you at all times.

For my own personal planner, I purchased a nice, leather binder that I can take with me anywhere. Planning moments can be “snagged” at the oddest times. Inevitably, I need a telephone number or email address, or a detail about one of my speaking engagements at the most inconvenient times...well, unless I have my handy companion with me to do the thinking and remembering for me! I like to have my binder with me so I can best use each moment and have help at the touch of my fingers!

Binders are limitless! We do not currently stock any types of binders, but they are available almost everywhere! Note that we punched our pages with **SEVEN** holes. This will allow us (or you if you buy our systems) to use any type of binder that you prefer.

When shopping for a binder, think about whether that binder will be comfortable to carry with you. I have had several different kinds through the years, but my preferences are still the real leather binders with zippers to hold in my “stuff” and plenty of pockets for cards, paper bits, and extra paper (directions, details, or separate lists that I need to work on!) I also have a wonderful tapestry binder that I **LOVE** for my Bible Study Binder.

Another thing that you may like if you are not carrying a lot of pages at a time is a simple leather “address” book from the office supply store. Mine has a plain front and back. I took out the pages that it came with it, added my Sermon Note Pages, and I was ready to slip it inside of my Bible Cover (I have a Bible Cover that zips up. It holds my Bible, Sermon Notebook, Pens, Highlighters, Stick-it-notes, and any Sunday School Material we are working on!) Find what will work for you! Find what you like! **AND** know that you can always change anything that does not work at any time!

## WHICH Packets Do I Need?

If you have used other planners and reproducibles, you will notice that our MAKE YOUR OWN series is a bit different from others on the market. In our series, we have lots of different forms, but they are sold in separate packets. We designed them so you could mix and match to build a planner that would meet your own unique needs. All of our packets can be interchanged, so any of our packets can be used with as many other packets or all by itself to build YOUR very own BRAIN IN A BINDER!

If you want to use our system, I suggest that you take a look at our listing of packets. Read through the descriptions. Mark those that you already use OR those that you really need. You can build your binder as you go along the way. My suggestion is to begin by meeting your greatest needs. For example, if you are needing to write down appointments for your entire year, take a look at our Monthly Calendars. Need a bit of help planning out your school year OR renewing your mind in the midst of a busy school year, try our Mommy Planner. Need help with those "Daily To-Do's?" Try our Daily Calendar Pages! They will help you plan in advance OR walk you through your day!

Some of these forms are great for planning out a new school year or business year. You may not want them in your Journal all year long. For those forms, I store mine away in an inexpensive binder (I like the small 3-ring binders that I can label on the spine. I keep my "used" pages in separate binders like I would separate files. For example, my Sermon Notes are kept in one binder that has dividers for the different "series" topics that my pastor teaches. I keep either one or two years (as much as can fit!) in each binder so I can easily find sermon notes that I am looking for! It is wonderful, especially when I am trying to look up a certain verse!

I use the same system with my business information that I keep in my binder. I cannot tell you how nice it is to go back to my binders from years before to find directions to a convention or email addresses and phone numbers for my contacts! Again, at the end of the year, I just divide off my business forms into their own storage binder (with a labeled spine for ease in locating the information) and add new ones into my binder! This same method works for other sections of my planner that I use like my "Daily Bible Reading Log," "Menu Planner" and my Homeschool "Mommy Journal" planner.

We homeschool our children. I also keep their records in this same format. Throughout the school year, I add "finished" pages to the binder so the one I carry all of the time stays most efficient. At the end of the year, I take out all of my calendars, reading logs, and other forms that are left to also add to that notebook. Of course, many moms like to keep everything in one place. That is fine too! The goal with our system is to work for YOU, not to work you! You can use our system any way that you prefer—after all, YOU are making your OWN BRAIN in your binder!!

Not to mention, I am so happy to offer our system in this particular format because I always have found that I run out of some pages faster than others. This system not only takes that into consideration, but

plans for it from the very beginning! I hope that you will enjoy our format! Even if you do not choose our system, you may want to consider this for making-your-own-brain-in-a-binder using any other system.

### Ready To Make YOUR OWN Brain-in-a-Binder????

A planner of your very own will become one of your best tools! It will become one of your beloved companions! Consider your "Brain-in-a-Binder" to be your friend walking alongside of you as you reflect, retreat, renew, re-organize, re-commit, and get ready for a new year and each new day! So, ready? Dig in and have FUN!

Happy Organizing!



Excerpted from *Homeschooling The Easy Way Magazine*

Check out our WHOLE line of great resources designed to help you make YOUR OWN Brain-in-a-Binder! See the back our manual for our most updated listing (or check our website for NEW sets that we develop all along the way!)