

THE HOME ADMIN HUB

Track Every Key Detail, Reduce Mental Load and
Keep All Your Home Admin in One Place



CALLIE EARLY

The Simple Household Planner and Organiser

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Introduction

Hi, I'm Callie,

a Professional Declutterer & Organiser, Wife and Mum to two teens and the main keeper of the household admin, much of which, until recently, lived only in my head (and inbox).

With a background in administration, experience as a Personal Assistant, and as the founder of Ace Decluttering & Organising. I've spent years helping people create systems that make life easier. Combining those experiences with the realities of managing my own home led me create **The Home Admin Hub**.



My hope is that this organiser becomes a trusted resource for your household, a place where important information is easy to find, responsibilities can be shared more easily, and the mental load of trying to remember everything is reduced.

However big or small your household is, I hope The Home Admin Hub helps you feel more organised, prepared and in control of the everyday details that keep life running smoothly.

Because important information shouldn't live in just one person's head.

Best Wishes

Callie





Who is this for?

This organiser has been designed to help the person in the household who deals with the majority of home admin and who desperately needs to download it in such a way they can reduce their mental load (ideally before their brain implodes!)

However, you may be one of those households where the admin tasks are shared, which, of course, can cause its own issues if the information isn't shared between you and it's only in one persons head and/or inbox.

Could you honestly tell me:

- Who your house insurance is with?
- Your NHS Number?
- When the car is due its MOT?

Wouldn't it be great to have everything in one place and a way of reminding you of important dates and tasks that are coming up.

Ta Da! **The Home Admin Hub** is here for just that





How will this help me?

Filling in this organiser will give you one place to look for important info, plus its there for anyone else you may wish to have access to it. The benefits of using it are:

- It will reduce your mental load, we often carry too much information in our heads
- The relief of knowing others have the answers if you're not available
- Saving time looking for important info when you need it most

Throughout the organiser I will give you tips on how to organise paperwork and emails linked to aspects of home admin. But if you'd like more general decluttering and organising tips visit my website and sign up to my newsletter:



 acedecluttering.co.uk

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Getting Started

You can either fill this book in all at once or complete a section at a time as things renew or change.

To get the most out of this organiser, try to complete as much as possible, future you will be very grateful.

And remember... this does not need to be filled in perfectly or look beautiful. This is a tool, not an art project. Cross things out, scribble notes, draw extra columns, whatever works for your brain and your household.

Top Tip:

Use pencil for anything likely to change regularly, such as policy numbers or renewal dates, especially if crossing things out annoys you as much as it annoys me.

Each section is colour-coded and has its own little icon to help you quickly find what you need. There is a contents page if all else fails.

You'll notice some pages have been repeated on purpose, particularly in the finance section. This is so at least two adults in the household can keep their information separate without trying to squeeze everything onto one page. Also... finances take up a lot of adulting space unfortunately, which is why this is one of the biggest sections.





Getting Started

Top Tip:

For sections like Clubs & Activities, you'd need about 700 pages to keep up with everything kids sign up for over the course of a year. Instead, try using large Post-it notes with the current club information on. Stick them onto the relevant page and simply remove them once the activity finishes. Easy.

Use the **Year at a Glance** pages and set yourself a monthly reminder to check them. Ideally checking the following month about halfway through the previous month, giving you at least two weeks to act on anything that needs doing.

This can massively reduce your mental load because you can clearly see what needs doing each month instead of trying to store it all in your brain at 2am.

And finally... I strongly encourage you not to let insurances and subscriptions auto-renew without checking them first. A quick comparison quote each year could save you a surprising amount of money and we all deserve more money for snacks, holidays, or hiding in a coffee shop for an hour.





Getting Started

Need a Helping Hand?

If completing The Home Admin Hub feels a little overwhelming, you're not alone. Many people know they need better systems, but finding the time and energy to put them in place can be difficult.

The **Home Admin Setup Session** is designed to help you gather important information, organise paperwork and set up practical systems that work for your home and lifestyle. Together we'll make a start, reduce the mental load and create a plan that feels manageable.



Scan the QR code or visit www.acedecluttering.co.uk to find out more.

Household Bill Review

Avoid paying more than you need to for utilities such as broadband, gas & electric, mobile phones and insurance. Consider booking a bill review, you may be surprised by how much you could save.



Online Resources

Find additional resources and printables associated with **The Home Admin Hub**.





Important Info

Record the information that would be needed in an emergency, whether by emergency services, a family member or a babysitter.

Home Address:

Home Phone No:

Doctors Name & No:

Nearest Hospital:

Location of First Aid Kit:

Full Name

D.O.B.

Phone/Mobile No

.....

.....

.....

.....

.....

Emergency Contacts

Name: Name:

Relationship: Relationship:

Contact No: Contact No:

Spare Key kept at:





Year At A Glance

Please use the following calendar to record events that annually need booking or reviewing.

Examples:

- Car MOT
- Insurances (vehicles, home, travel, etc)

You may wish to add peoples birthdays and anniversaries.

Put a reminder in your phone for around the 15th of each month to look at the following month in this section.

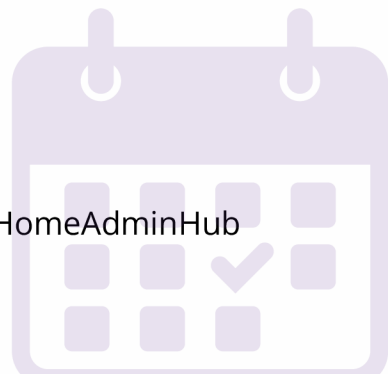
I suggest looking in advance as things like MOTs need booking a least a week or two in advance, the same with getting quotes for insurance or buying gifts.

Waiting until due date can be stressful and sometimes impossible.

If you'd like to display these or need to make changes, a free printable version of the **Year At A Glance** pages can be found here:



www.acedecluttering.co.uk/TheHomeAdminHub





Year At A Glance

January

February

March

April

May

June





Year At A Glance

July

August

September

October

November

December





Mortgage/Rent

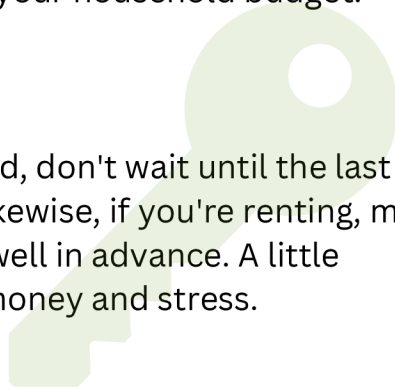
Whether you own your home or rent it, this section contains some of the most important information about where you live.

Use these pages to record key details such as your lender, landlord or letting agent, account numbers, payment amounts, and important dates. Having everything in one place makes it easier to manage your home and can be invaluable if someone else ever needs to access this information.

Don't forget to record mortgage fixed-rate end dates, tenancy renewal dates, or any other important deadlines in the **Year at a Glance** section. A reminder at the right time can help you avoid unnecessary costs and give you time to explore your options. You may also wish to record your monthly mortgage or rent payment in the **Monthly Expenses** pages within the Finance section to help you keep track of your household budget.

Top Tip:

If your mortgage deal is due to end, don't wait until the last minute to review your options. Likewise, if you're renting, make a note of tenancy renewal dates well in advance. A little forward planning can save both money and stress.





Mortgage

Lender:

Account No:

Term Length:

Start Date:

End Date:

Lender Helpdesk No:

Lender Helpdesk Email:

Website/App:

Notes: Payment amount/date/method, Interest Rate, Fixed or Tracker, Overpayment Rules, Broker Name & Number





Rent

Landlord/Agency:
Reference No:
Rent Amount:
Start Date:
End Date:
Contact Phone No:
Contact Email:

Notes: Deposit Info, Repair Process





Utilities & Bills

This section brings together the information needed to keep your home running smoothly, including provider details, account numbers, contract dates and contact information.

Don't forget to record contract end and renewal dates in the **Year at a Glance** section, and note monthly costs on the **Monthly Expenses** pages in the Finance section. Having everything in one place makes budgeting easier and helps ensure renewal dates don't catch you by surprise.

Top Tip:

Could a bill review save you money?

Many households are paying more than they need to for utilities, broadband, mobile phones and insurance. If you'd like a second opinion, consider booking a bill review. You may be surprised by how much you could save.



Free Bonus Resource

For a more detailed overview of your household contracts and renewals, download the free **Utility & Bills Renewal Tracker**.

It's a simple way to stay on top of renewal dates, avoid costly auto-renewals and identify opportunities to save money.



www.acedecluttering.co.uk/TheHomeAdminHub





Council Tax

Council:

Customer No:

Contact No:

Email:

Website/App:

Notes: Payment amount/date/method, Property band



REMINDER: Council tax is usually only paid 10 months of the year April - January (no payments in February & March).

You can request to make 12 equal monthly payments if you wish.





Internet / Phone

Provider:

Customer No:

Contact No:

Email:

Website/App:

WIFI Name:

WIFI Password:

Home Phone No:

Notes: Payment amount/date/method, contract end date, date last reviewed, type & speed





Electric

Provider:

Account No:

Meter Serial No:

Contact No:

Email:

Website/App:

Emergency No:

Location of Meter:

Location of Fuse Box:

Notes: Payment amount/date/method, contract end date, fixed/variable, date last reviewed.





Gas

Provider:

Account No:

Meter Serial No:

Contact No:

Email:

Website/App:

Emergency No:

Location of Meter:

Notes: Payment amount/date/method, contract end date, fixed/variable, date last reviewed.





Water

Provider:

Account No:

Meter Serial No:

Contact No:

Email:

Website/App:

Emergency No:

Location of Meter:

Location of Stop Cock:

Notes: Payment amount/date/method





Mobile Phones

Network Provider:

Account Holder Name:

Account No:

Mobile No:

IMEI No:

Make & Model:

Provider Helpdesk No:

Provider Helpdesk Email:

Website/App:

Notes: Payment amount/date/method, contract end/upgrade date, what's included (data, minutes, etc).



Dial: *#06# to find out IMEI number

Text: PAC to 65075 to get your PAC code for changing providers.

Text: Info to 85075 for outstanding debit on mobile bill.





Mobile Phones

Notes: What would I need if my phone was lost, broken, or I wasn't available?





TV

TV Licence No:

Renewal Date:

Website:

Notes: Payment amount/date/method





TV Subscriptions

Notes: Provider, Payment amount/date/method, contract end date, logins & passwords





Trades People

A place to note names and contact details of various trades, e.g. decorators, plumber, electrician, gardeners etc.





Insurance

In this section all your different types of insurance policy details can be recorded.

There are pages for:

- Accident Insurance
- Funeral Insurance
- House Buildings Insurance
- House Contents Insurance
- Income Protection
- Life Insurance
- Medical Insurance
- Mobile Insurance
- Travel Insurance

and a blank page for any others you may have.

Note: Motor vehicle insurance and Breakdown cover are in the **Motor Vehicle** section.

Top Tip:

For policies that annually renew put the details in the **Year at a Glance** section and note monthly costs on the **Monthly Expenses** page in the Finance section.





Accident Insurance

Provider:

Policy No:

Policy Holder:

Term / End Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Emergency No:

Notes: Payment amount/date/method, monthly or annual payment. Excess amounts, who and what is covered.





Funeral Insurance

Provider:

Policy No:

Policy Holder:

Start Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Claims No:

Notes: Payment amount/date/method, what is covered e.g. funeral costs, extras etc, Adviser or broker, where are policy documents stored.





House Buildings Insurance

Provider:

Policy No:

Policy Holder:

Renewal Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Accident Helpline No:

Notes: Payment amount/date/method, monthly or annual payment, excess amounts.





House Contents Insurance

Provider:

Policy No:

Policy Holder:

Renewal Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Accident Helpline No:

Notes: Payment amount/date/method, monthly or annual payment. Excess amounts.





Income Protection

Provider:

Policy No:

Policy Holder:

Term / End Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Emergency No:

Notes: Payment amount/date/method, monthly or annual payment. Excess amounts. Who and what is covered.





Life Insurance

Provider:

Policy No:

Policy Holder:

Term / End Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Emergency No:

☐ Level ☐ Decreasing

Notes: Payment amount/date/method, monthly or annual payment. Who is covered and for how much. Any exclusions.





Medical Insurance

Provider:

Policy No:

Policy Holder:

Term / End Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Emergency No:

Notes: Payment amount/date/method, monthly or annual payment. Excess amounts. Who and what is covered.





Mobile Insurance

Provider:

Policy No:

Policy Holder:

Renewal Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Notes: Payment amount/date/method, monthly or annual payment. Excess amounts. What is covered/excluded.





Travel Insurance

Provider:

Policy No:

People Covered:

Renewal Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Emergency No:

Notes: Payment amount/date/method, monthly or annual payment. Excess amounts, one trip or annual cover, Europe or Worldwide cover. Passport numbers and date of issue/expiry.





Other Insurance

Insurance Type:

Provider:

Policy No:

People Covered:

Renewal Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Emergency No:

Notes: Payment amount/date/method/frequency. Excess amounts.





Finances

In this section you'll find:

- Pensions
- Saving & Investments
- Tax Return
- Loans & Credit
- Leases & Finance Agreements
- Finance Overviews
- Monthly Expenses

Some pages there are several copies of, this is to accomodate space for more than one working adult in the household.

Do not include passwords for bank accounts or anything that enables someone to withdraw funds.

The **Monthly Expenses** can be used to give you an idea of your total expenses.

Feel free to include where further info such as paperwork, can be found.





Pensions

Current Pension

Policy/Plan Holder:

Provider Name:

Type (workplace/private):

Policy/Plan/Ref No:

Contribution amount:

Employer Contribution:

Retirement Age Set:

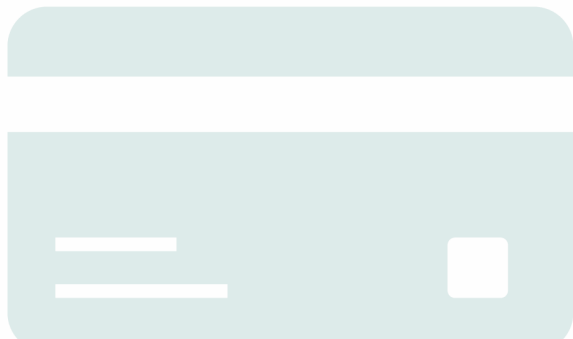
Provider Contact No:

Provider Contact Email:

Website/App:

Username (not password):

Notes: Current Value, Predicted Retirement Value, Beneficiaries





Pensions

Current Pension

Policy/Plan Holder:

Provider Name:

Type (workplace/private):

Policy/Plan/Ref No:

Contribution amount:

Employer Contribution:

Retirement Age Set:

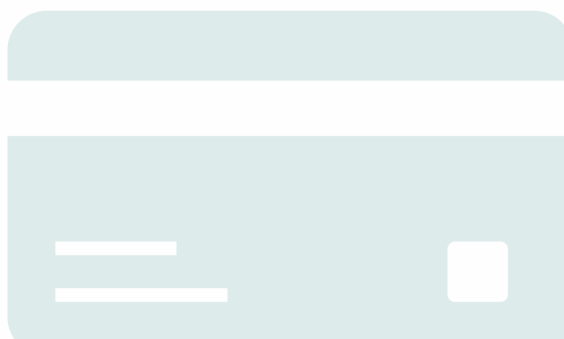
Provider Contact No:

Provider Contact Email:

Website/App:

Username (not password):

Notes: Current Value, Predicted Retirement Value, Beneficiaries





Pensions

Past Employee Pension

Policy/Plan Holder:

Provider Name:

Type (workplace/private):

Policy/Plan/Ref No:

Contribution amount:

Employer Contribution:

Retirement Age Set:

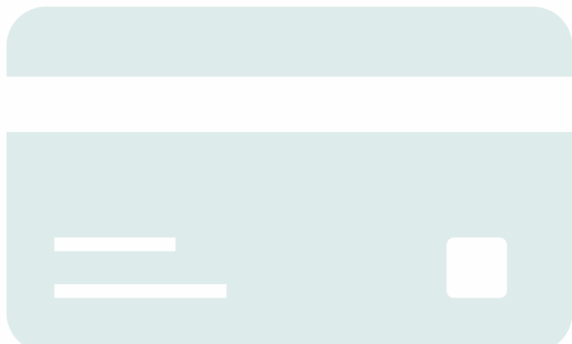
Provider Contact No:

Provider Contact Email:

Website/App:

Username (not password):

Notes: Current Value, Predicted Retirement Value, Beneficiaries





Pensions

Past Employee Pension

Policy/Plan Holder:

Provider Name:

Type (workplace/private):

Policy/Plan/Ref No:

Contribution amount:

Employer Contribution:

Retirement Age Set:

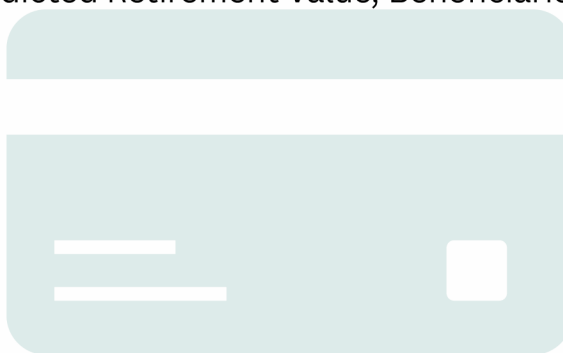
Provider Contact No:

Provider Contact Email:

Website/App:

Username (not password):

Notes: Current Value, Predicted Retirement Value, Beneficiaries





Savings & Investments

Account Holder:

Bank/Provider Name:

Type (e.g. ISA, Savings):

Account / Ref No:

Account Holder(s):

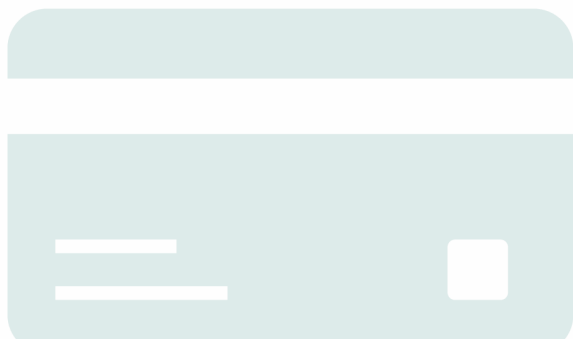
Provider Contact No:

Provider Contact Email:

Website/App:

Username (not password):

Notes: Approx balance, Purpose (emergency fund, holiday, kids etc), Access type (easy access/fixed/notice), Linked Accounts





Savings & Investments

Account Holder:

Bank/Provider Name:

Type (e.g. ISA, Savings):

Account / Ref No:

Account Holder(s):

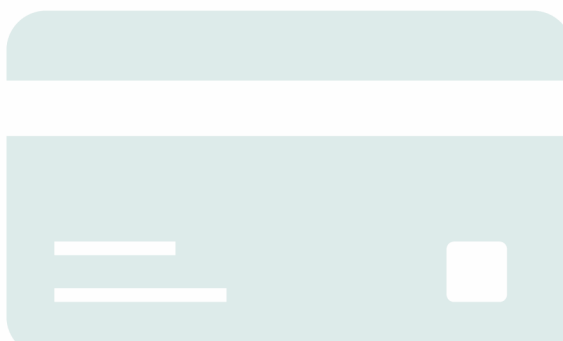
Provider Contact No:

Provider Contact Email:

Website/App:

Username (not password):

Notes: Approx balance, Purpose (emergency fund, holiday, kids etc), Access type (easy access/fixed/notice), Linked Accounts





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Bank/Provider Name:

Type (e.g. ISA, Savings):

Account / Ref No:

Account Holder(s):

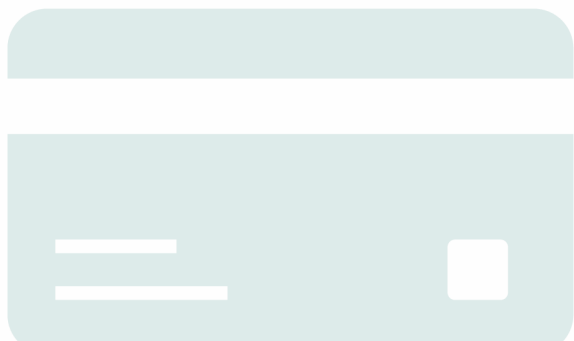
Provider Contact No:

Provider Contact Email:

Website/App:

Username (not password):

Notes: Approx balance, Purpose (emergency fund, holiday, kids etc), Access type (easy access/fixed/notice), Linked Accounts





Tax Return

Self Assessment:

Account Holder:

UTR No:

HMRC login (email used):

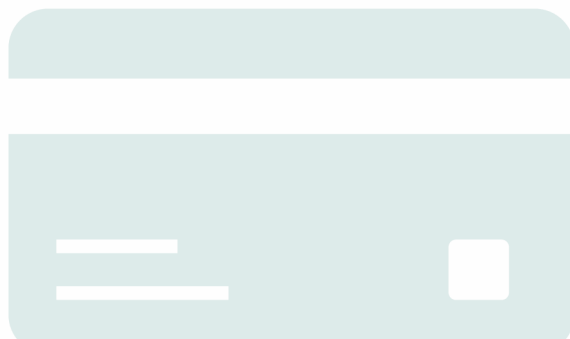
Accountant Name &

Contact Details:

Filing Deadline:

Payment Deadlines:

Notes: Where the records are kept (receipts, expenses etc),
Business Name(s)





Tax Return

Self Assessment:

Account Holder:

UTR No:

HMRC login (email used):

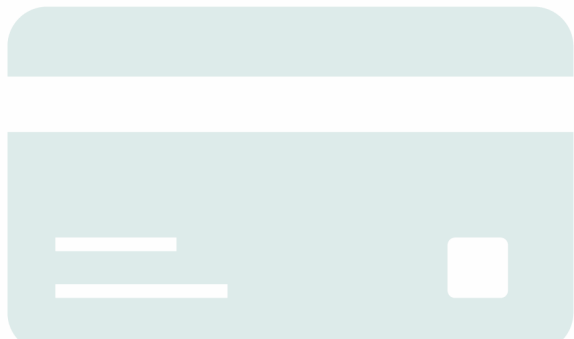
Accountant Name &

Contact Details:

Filing Deadline:

Payment Deadlines:

Notes: Where the records are kept (receipts, expenses etc),
Business Name(s)





Loans & Credit

Types: Personal loans, Credit cards, Car finance, Buy now, pay later.

Account Holder:

Provider:

Type of Credit:

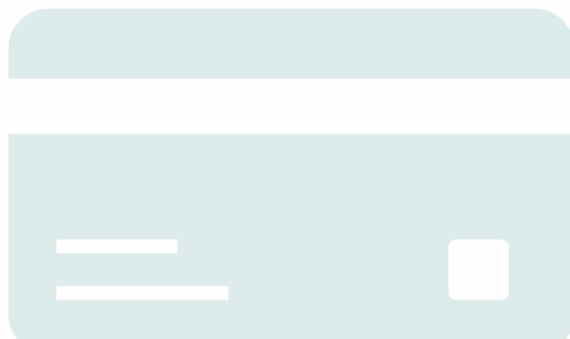
Account No:

Monthly Payment:

Payment Date:

End Date:

Notes: Outstanding balance, Interest rate, Linked Bank Account, Account login info





Loans & Credit

Types: Personal loans, Credit cards, Car finance, Buy now, pay later.

Account Holder:

Provider:

Type of Credit:

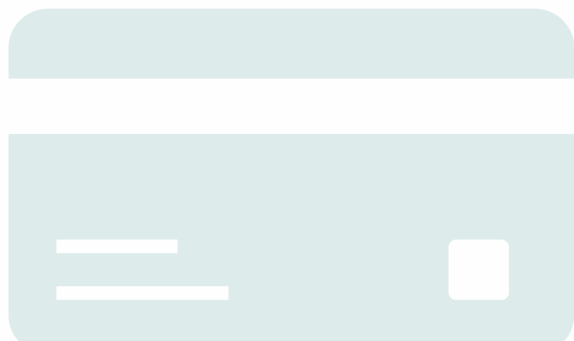
Account No:

Monthly Payment:

Payment Date:

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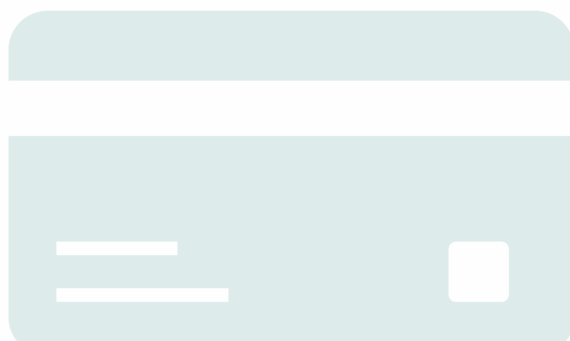
Account No:

Monthly Payment:

Payment Date:

End Date:

Notes: Outstanding balance, Interest rate, Linked Bank Account, Account login info





Leases/Finance Agreements

Items such as: Cars, Equipment, Furniture, & Electrical Appliances

Account Holder:

Provider:

Item:

Agreement No:

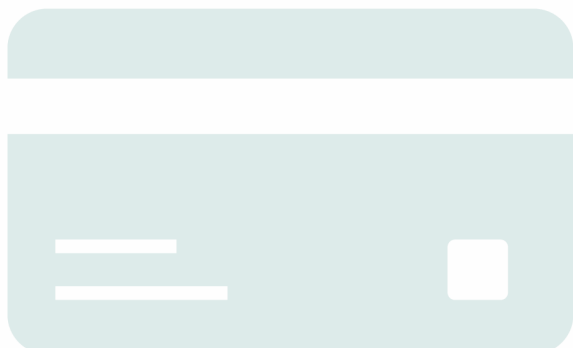
Start Date:

End Date:

Monthly Payment:

Payment Date:

Notes: Mileage limits (for vehicles), what happens at end of contract e.g. return/buy/upgrade





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Account Holder:

Provider:

Item:

Agreement No:

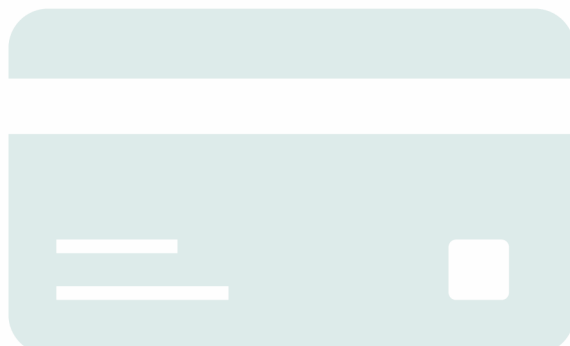
Start Date:

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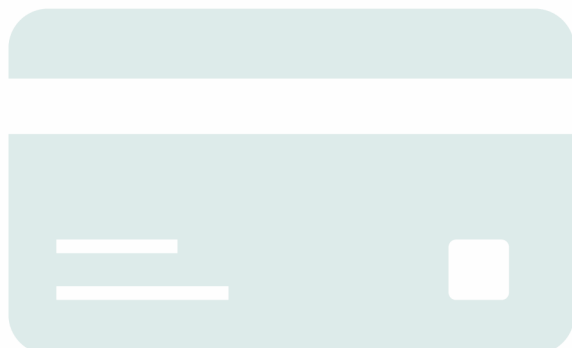
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Item:

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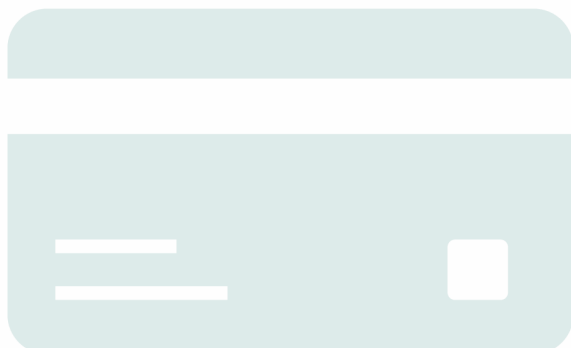
Start Date:

End Date:

Monthly Payment:

Payment Date:

Notes: Mileage limits (for vehicles), what happens at end of contract e.g. return/buy/upgrade





Finance Overview

This page is to give you the 'Big Picture' of your finances

Total monthly expenses (approx):

Total savings pots (approx):

Key financial priorities e.g. 'build an emergency fund', 'Overpay mortgage', 'Save for kids' etc

Important notes:







Medical & Health

Here is the section to record any information about your medical history and/or ongoing health issues. If you wish to keep these private and stored elsewhere then you could just leave guidance on where to find that info or send it directly to someone who might need it in an emergency.

Each section (medical info, dentist and opticians) has been repeated four times. If you have more than 4 members of your household I suggest photocopying these pages or using the notes sections.

There is an medical notes page at the end of the section if additional space is required.

Any information recorded in this section is for reference only and not medical advice.





Medical Info

Name:

Date of Birth: NHS No:

Blood Type: Organ Donor: ☐ Yes ☐ No

GP Surgery Name:

Address:

.....

Phone No:

Email:

Website/App:

Notes: Repeat prescription info, preferred pharmacy, existing conditions, allergies, regular medication, hospital consultants.



This information is for reference only and not medical advice.





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Address:

.....

Phone No:

Email:

Website/App:

Notes: Repeat prescription info, preferred pharmacy, existing conditions, allergies, regular medication, hospital consultants.



This information is for reference only and not medical advice.





Dentist

Name:

Practice Name:

Dentist Name:

Address:

.....

Phone No:

Email:

Website/App:

☐ NHS ☐ Private

Notes: Paid monthly or individual appointments, frequency of appointments, treatment notes





Dentist

Name:

Practice Name:

Dentist Name:

Address:

.....

Phone No:

Email:

Website/App:

☐ NHS ☐ Private

Notes: Paid monthly or individual appointments, frequency of appointments, treatment notes





Dentist

Name:

Practice Name:

Dentist Name:

Address:

.....

Phone No:

Email:

Website/App:

☐ NHS ☐ Private

Notes: Paid monthly or individual appointments, frequency of appointments, treatment notes





Dentist

Name:

Practice Name:

Dentist Name:

Address:

.....

Phone No:

Email:

Website/App:

☐ NHS ☐ Private

Notes: Paid monthly or individual appointments, frequency of appointments, treatment notes





Optician

Name:

Business Name:

Opticians Name:

Address:

.....

Phone No:

Email:

Website/App:

Notes: Frequency of appointments, lense specifics, date of last appointment, date new glasses ordered





Optician

Name:

Business Name:

Opticians Name:

Address:

.....

Phone No:

Email:

Website/App:

Notes: Frequency of appointments, lense specifics, date of last appointment, date new glasses ordered





Optician

Name:

Business Name:

Opticians Name:

Address:

.....

Phone No:

Email:

Website/App:

Notes: Frequency of appointments, lense specifics, date of last appointment, date new glasses ordered





Optician

Name:

Business Name:

Opticians Name:

Address:

.....

Phone No:

Email:

Website/App:

Notes: Frequency of appointments, lense specifics, date of last appointment, date new glasses ordered





Medical Notes

Additional medical info:





Workplace

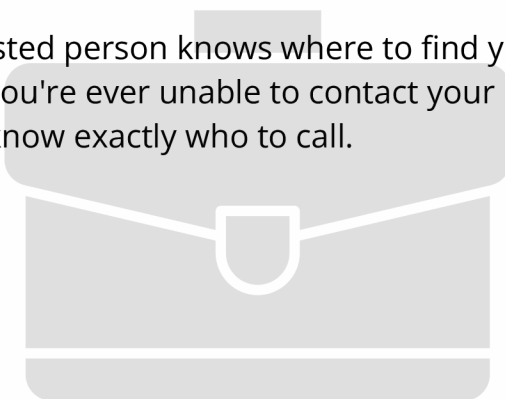
Many of us spend a large part of our lives at work, yet important employment information is often stored in emails, filing cabinets or hidden away in online portals.

Use this section to record key workplace contacts, employment details and any information that may be useful to you or a loved one in the event of an emergency. Having these details readily available can save valuable time and reduce stress when it matters most.

You may also wish to record important work-related dates, such as contract renewals, training requirements or retirement milestones, in the **Year at a Glance** section.

Top Tip:

Make sure at least one trusted person knows where to find your workplace information. If you're ever unable to contact your employer yourself, they'll know exactly who to call.





Workplace

Employee Name:

Job Title:

Company Name:

Company Address:

.....

.....

Work Location:

.....

National Insurance No:

Key Contacts:

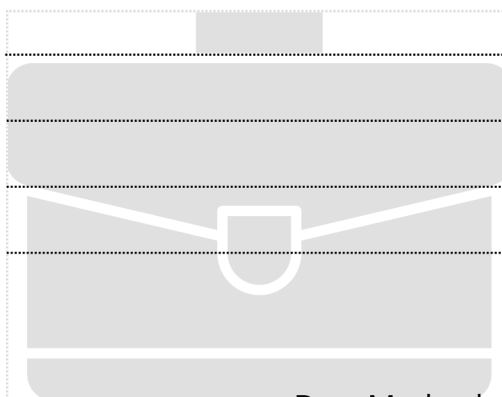
Line Manager Name:

Line Manager Phone No:

Line Manager Email:

HR Department Contact:

General Company Phone No:



Who to Contact First

☐ Line Manger

☐ HR

☐ Other:

Best Method:

☐ Phone

☐ Email





Workplace

Employee Name:

Job Title:

Company Name:

Company Address:

.....

.....

Work Location:

.....

National Insurance No:

Key Contacts:

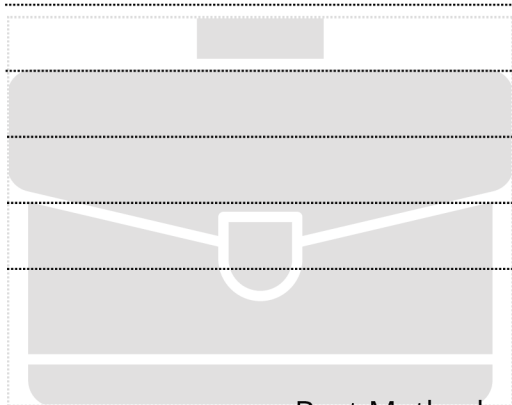
Line Manager Name:

Line Manager Phone No:

Line Manager Email:

HR Department Contact:

General Company Phone No:



Who to Contact First

☐ Line Manger

☐ HR

☐ Other:

Best Method:

☐ Phone

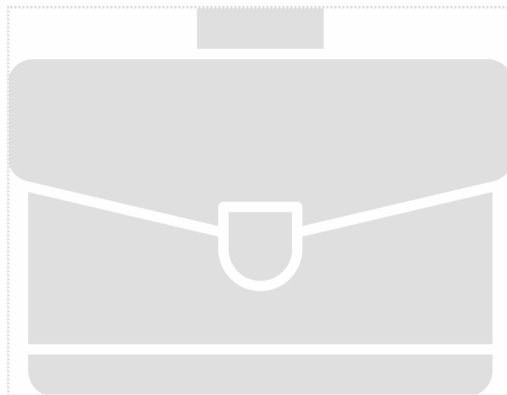
☐ Email





Workplace

Notes: For Example, temporary contract lengths/ hours /pay.





Motor Vehicles

From insurance and MOTs to breakdown cover and servicing, there can be a surprising amount of information to keep track of for each vehicle.

Use this section to record important details such as registration numbers, insurance information, renewal dates and service records. Keeping everything together makes it easier to stay on top of vehicle-related admin and can be particularly helpful if someone else needs access to this information.

Remember to add these dates to the **Year in a Glance** pages:

- MOT
- Road Tax renewal
- Motor Insurance
- Breakdown Cover Renewal
- Scheduled Services

Also, record regular vehicle expenses in the **Monthly Expenses** pages within the Finance section.

Top Tip:

A quick check of your MOT, service and insurance dates once a month can help prevent costly surprises and ensure your vehicle stays safe and roadworthy.



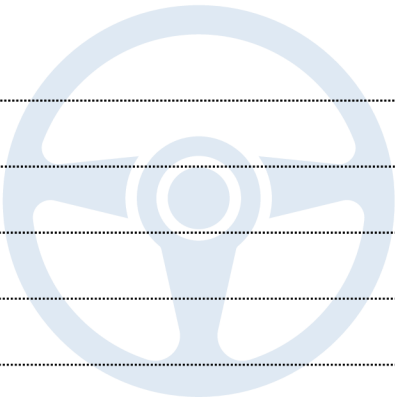


Motor Vehicles

Registration No:
Make & Model:
MOT Expiry:
Road Tax Expiry:
Service Due Date:

Registration No:
Make & Model:
MOT Expiry:
Road Tax Expiry:
Service Due Date:

Registration No:
Make & Model:
MOT Expiry:
Road Tax Expiry:
Service Due Date:





Motor Insurance

Provider:

Policy No:

Policy Holder:

Renewal Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Accident Helpline No:

Notes: Payment amount/date/method, monthly or annual payment. Excess amounts. Who is covered.





Motor Vehicles

Notes: Parking Permit info, Finance agreement, Garage Name & Number



Tip: Record MOT, Road Tax, Insurance and Breakdown Cover renewals in the **Year in a Glance** pages





Breakdown Cover

Provider:

Policy No:

Policy Holder:

Renewal Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Emergency Helpline No:

Notes: Whats included, collection from home or x number of miles away from home, excess/call out fees.



Motor vehicle insurance details can be found in the Insurance section.





Pets

Our pets are part of the family, and just like the humans in the household, they come with important information that is useful to have close to hand.

Use this section to record details such as veterinary contacts, microchip information, insurance policies, medications and anything else someone may need to know when caring for your pet.

Don't forget to add vaccination dates, insurance renewals, medication reminders and routine appointments to the **Year at a Glance** section. Regular pet-related expenses can also be recorded in the **Monthly Expenses** pages within the Finance section.

Top Tip:

If a friend, neighbour or family member ever needed to look after your pet at short notice, would they know everything they need to? Keeping key information in one place can make things much easier for both your pet and the people caring for them.





Pets

Name of Pet:

Species/Breed:

DOB/Age:

Microchip No:

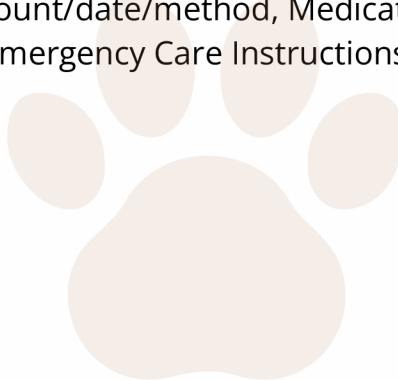
Vets Name:

Vets Address:

Vets Contact No:

Vets Email:

Notes: Subscription Payments amount/date/method, Medication, Food Brand, Feeding Instructions, Emergency Care Instructions, Pet sitter details:





Pets - Additional

Name of Pet:

Species/Breed:

DOB/Age:

Microchip No:

Name of Pet:

Species/Breed:

DOB/Age:

Microchip No:

Name of Pet:

Species/Breed:

DOB/Age:

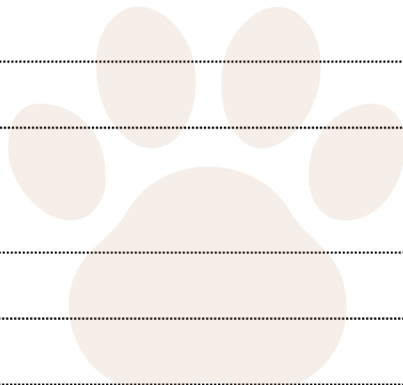
Microchip No:

Name of Pet:

Species/Breed:

DOB/Age:

Microchip No:





Pet Insurance

Provider:

Policy No:

Pets Covered:

Renewal Date:

Helpdesk No:

Helpdesk Email:

Website/App:

Emergency No:

Notes: Payment amount/date/method, monthly or annual payment. Excess amounts, emergency care instructions.





Pets

Notes: Subscription Payments amount/date/method, Medication, Food Brand, Feeding Instructions, Emergency Care Instructions, Pet sitter details, kennels/cattery/dog waker/grooming services:





Education

School life comes with a lot of information to keep track of, from contact details and term dates to uniforms, clubs and communication apps.

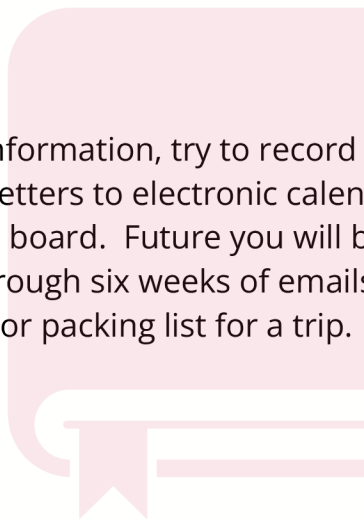
Use this section to record key information for each school, college or educational setting. Having everything in one place means less searching through emails, newsletters and school portals when you need a quick answer.

There are separate pages to record term dates, as these aren't the same each year; I wouldn't put them in the **Year at a Glance** section. Do enter them on family calendars, be it a paper or electronic version and share them with family members.

Recording regular school-related costs in the **Monthly Expenses** pages within the Finance section can help you plan ahead.

Top Tip:

When schools send out important information, try to record key dates straight away. Add photos of letters to electronic calendar appointments or use a family notice board. Future you will be grateful when you aren't hunting through six weeks of emails looking for that one permission slip or packing list for a trip.





Nursery

Nursery Name:

Nursery Address:

.....

Nursery Phone No:

Nursery Email:

Main Contact:

Hours Attended:

.....

.....

Notes: Each child's teacher and room, any login systems used, payment details, meal/snack details, items to be taken, how to report absence.





Nursery Term Dates





Primary School

School Name:

School Address:

.....

School Phone No:

School Email:

Headteacher:

School Hours:

Notes: Each child's teacher and form group, Uniform supplier, school login systems used, SENCO contact details, after-school care, how to an report absence.





Primary School Term Dates





Secondary School

School Name:

School Address:

.....

School Phone No:

School Email:

Headteacher:

School Hours:

Notes: Each child's form tutor and form group, Uniform supplier, school login systems used, SENCO contact details, how to report an absence





Secondary School Term Dates





College/University

Name:

Address:

.....

Phone No:

Contact Name:

Contact Email:

Notes: Each child's tutor/main contact, student number, login systems used, SENCO contact details, how to report an absence.





College/University Term Dates





Training Courses

Notes: Title of training course, method of delivery, dates, course organiser & contact details.





Clubs & Activities

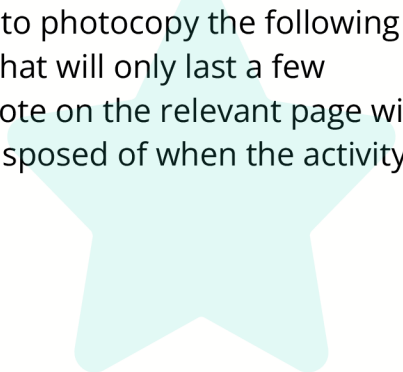
If your household is anything like most families, activities can quickly fill the calendar with practices, rehearsals, lessons, matches and performances.

Use this section to keep track of club details, locations, contact information, payment schedules and anything else you need to know. Having everything recorded in one place makes it much easier to answer the inevitable question: "What time do I need to be there?"

Regular activity fees can also be recorded in the **Monthly Expenses** pages within the Finance section.

Top Tip:

Activities can change frequently, so don't worry about keeping this section perfect. You may wish to photocopy the following page and use copies for activities that will only last a few weeks/months or insert a post-it note on the relevant page with the key information, so it can be disposed of when the activity comes to an end.





Clubs & Activities

Name:

Activity Name:

Day/Time:

Location:

Instructor:

Club Name:

Contact Details:

Notes: Cost, payment schedule, term dates, communication method, kit/uniform needed





Clubs & Activities

Name:

Activity Name:

Day/Time:

Location:

Instructor:

Club Name:

Contact Details:

Notes: Cost, payment schedule, term dates, communication method, kit/uniform needed





Clubs & Activities

Name:

Activity Name:

Day/Time:

Location:

Instructor:

Club Name:

Contact Details:

Notes: Cost, payment schedule, term dates, communication method, kit/uniform needed





Clubs & Activities

Name:

Activity Name:

Day/Time:

Location:

Instructor:

Club Name:

Contact Details:

Notes: Cost, payment schedule, term dates, communication method, kit/uniform needed





Clubs & Activities

Name:

Activity Name:

Day/Time:

Location:

Instructor:

Club Name:

Contact Details:

Notes: Cost, payment schedule, term dates, communication method, kit/uniform needed





Clubs & Activities

Additional Notes:



Acknowledgements

Creating The Home Admin Hub has been a labour of love, and there are many people I would like to thank for helping bring it to life.

Firstly, to my family, especially my husband, Andrew. Thank you for listening to countless ideas, proofreading pages, and patiently letting me bounce thoughts and concepts around. Your support and encouragement have meant the world.

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A special thank you to Shelley Wilson for generously sharing her time, knowledge and experience. The nuggets of wisdom you shared about publishing, along with the pitfalls to avoid, were invaluable. Plus, you left me feeling excited, motivated and determined to make this book a reality.

To my lovely clients and fellow Professional Declutterers & Organisers, thank you for being the inspiration behind this idea. Through our conversations, experiences and shared passion for making life easier, you've helped shape what [The Home Admin Hub](#) has become.

Finally, thank you for choosing this book. It is my sincere hope that it helps reduce mental load, makes important information easier to find, and brings a little more calm and organisation to homes everywhere.

Callie Early

BECAUSE

IMPORTANT INFORMATION

SHOULDN'T LIVE IN JUST
ONE PERSON'S HEAD.



The Home Admin Hub is your trusted place to store and organise the key details that keep your home and family life running smoothly.



REDUCE MENTAL LOAD

Stop trying to remember everything.



STAY ORGANISED

Keep all your important information in one easy-to-find-place.



SAVE TIME & MONEY

Stay on top of dates, renewals and appointments.



SHARE & PLAN WITH CONFIDENCE

Make it easy for others to step in when needed.



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AceDecluttering



Ace_Decluttering

