The Personal Document System Reset

Turn scattered household files into one clear, dependable digital system so you can find what matters when you need it and trust it's the right version.

> **A note for reviewers:** This is the household companion to the Professional Document System Reset, an offer I'm refining with a small number of professionals. I'd love the same kind of honest gut check here. Please highlight or comment wherever the value feels clear, unclear, missing, or especially useful. No hard pitch.

Built for households and individuals whose important records live across email, Downloads, a cloud drive, a kitchen drawer, a shoebox, and a few folders no one quite remembers the logic of.

The Core Problem: When Finding a Document Becomes a Scramble

You know the passport, the policy, the deed, or the medical record exists somewhere. The problem is finding the current version without digging through email, a downloads folder, a drawer of unlabeled papers, and a cloud account you half-organized two years ago. Inconsistent names, duplicate scans, and mixed storage turn a simple “where is this” into a search-and-hope exercise.

That friction shows up at the worst times: during a medical appointment, a move, a claim, or a moment when someone else needs to find something on your behalf. The Personal Document System Reset replaces the guesswork with a system built around how your household actually keeps and uses its records.

What You Get

- **Custom records structure → Predictable retrieval:** a clear hierarchy built around your household's real records, including where important documents belong.
- **Naming + placement rules → More confidence in what you find:** consistent names, dates, and placement help you recognize records and know which copy to use.
- **Organized digital files → An implemented system:** approved records are organized into the new structure, with duplicates and exceptions identified.
- **Filing guide → Consistency going forward:** practical guidance for handling new records so the system stays usable over time.

How the Reset Works [Resulted from a Comment]

The Personal Document System Reset is a one-time, guided project. We start by identifying where your in-scope records currently live, what is making them hard to manage, and which locations and files are part of the project. From there, we build the agreed structure and naming rules, then organize the approved digital files into the system.

Records may come from places such as email, Downloads, Google Drive, OneDrive, or other cloud storage. The goal is not to move everything into a new app. We identify what belongs in scope and organize approved records within the storage environment you already use, or another agreed location.

AI may be used selectively to support low-risk tasks such as file review or naming suggestions, and OCR may be used when paper records are included. AI does not independently decide what should be kept, deleted, or treated as the authoritative copy. Those decisions remain subject to review and approval.

Client-controlled access: You remain in control of your accounts and storage. When access is needed, Structured Docs receives only the access required for the agreed project scope, using the narrowest practical method that still allows the work to be completed reliably. Depending on the project, that may mean specific files or folders, delegated access to an in-scope mailbox or site, or an approved project copy or export. We do not ask you to send us your account password or other authentication secrets.

As an alternative, you can gather the approved files and folders into a .zip file for us to organize in a controlled local workspace. We return the organized files together with the agreed system documentation and implementation materials for your project, such as your system map, custom naming convention, maintenance schedule, and guide.

Optional add-on: Eligible paper records can be scanned and made searchable with OCR through the One-Box Paper Integration Add-On.

Starting At:

Pilot price $850 · Standard price $1,050

This is a one-time project fee, not an annual subscription. [Resulted from a Comment]

The pilot price is available to a limited number of early household projects while I refine this offer and gather feedback. Final scope is confirmed after review of file volume, storage locations, and starting state. The One-Box Paper Integration Add-On is quoted separately and is not offered as a standalone service.

Your Feedback Is the Ask

Comment on the exact sentence or section that prompted your reaction. I'd especially value knowing whether the problem feels real for a household (not just a business), which outcome matters most, and what still feels vague or out of scope. No meeting needed.