

HOW TO KEEP YOUR JAGUAR ON THE ROAD BY GETTING ORGANIZED

by Edward T. LaGrassa

How many drawers, shelves, cubby holes and assorted places contain “all” your Jaguar-related papers and materials? How long would it take you to locate that article or bit of information that you desperately need now? Where is the telephone number of that guy in Ohio who can fix a pinion gear? Which issue of Jaguar Journal had that article on positive grounding?

Do these questions sound familiar?

Fortunately, there is an easy solution to this dilemma – GET ORGANIZED. I have found a method of achieving this quickly and easily with most of your Jaguar material collected and kept in one place. **Put everything in one or two three-ringed binders.** I have done this and it has been a great resource to me and other Jaguar owners who borrow my two binders.

Materials Required: One or two thick 3-hole loose leaf binders, a sturdy hole-punch and index tabs.

1. Create a list of sections that work for you. See my guide below as a reference. Once you begin you will be adding more tabs to suit your own needs.
2. Cull through the muck and mire of envelopes and papers stored throughout the house, garage and study.
3. Tear that one page or article from Road and Track that you have been saving for years and throw away the rest of the magazine.
4. For those magazines that you are really saving-make a photo copy of the page or article and put it in the binder.
5. You might consider a separate binder for parts catalogs only. Remember to throw out the old issues when received.

Once you set up the system it is very easy to maintain.

Suggested Index Tab List

Awards & Events
Bills (parts and labor)
Body
Brakes
Carbs
Cleaning
Concours
Club Activities
Engine & Drive train
Electrical System

Fuel System
Publications
Rallies
Restoration Diary
Suspension
Tune-ups
Transmission
Upholstery
Wheels & Tires

Disclaimer

All information on this site is © Jaguar Driver's Club of Long Island (JDCLI). Technical information presented on this website is submitted by club members. JDCLI makes no warranty as to the quality, accuracy, completeness or validity of any material contained within. Always contact qualified persons regarding any technical issues.