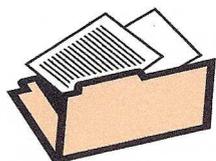
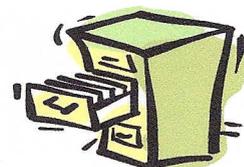


Organize M.D.

"ease the pain"



Organizing Tips for the Home



Top 10 Tips - Paper and Clutter

1 **Make a Home for Every Type of Paper**

Start simple - Establish a separate location for each of the 4 types of paper - "needs action", "junk", "keep for reference" or "maybe". When you open your mail, put junk mail straight into a paper recycling bin - opening it just wastes time - why bother?

2 **Store "Stuff" Close to Where It Is Used**

Store things close to where you most use them. For example, put appliance instruction manuals in a cupboard close to each appliance or tape them right onto the appliance itself.

3 **Vertical vs Horizontal**

Make maximum use of your counter and desk space. Storing things in files or boxes on top of each other takes up far less space than spreading them all over the surface.

4 **Establish a "Maybe" Box**

You won't always know right away what to do with each piece of paper. Set up a collection box for things you are not sure you will need. Once a month, go through the box and empty it, putting everything into its final home.

5 **Everyone Deserves Their Own "Drop Box"**

Organization involves the whole family. Give each member, including the children, their own personal "drop box". Everyone can use it as their single point of temporary storage, especially when they are in a hurry or just don't feel like dealing with their "stuff".

6 **Keep Time Sensitive Paper In a Separate Place**

Keep your bills in a separate file or box. Once a week, review them and determine what needs to be done when. Use a highlighter to identify payment due dates.

7 **Categorize**

Group your paper into simple categories - Household, School, Personal, Tax-related, etc.

8 **Labels, Labels and.... More Labels**

Use easy-to-read labels for your files and boxes. It is easier to put things in the right place if you can quickly determine where they go. Things will be much easier to find.

9 **Identify "Keep For" Timeframes**

Determine how long your "keepers" really need to be kept. Do you really need your credit card statements from 10 years ago? Dispose of paper once it exceeds your "keep" period.

10 **Schedule Regular "Clean-ups"**

Remember those "Drop " and "Maybe" boxes? Set up a regular schedule for everyone to clean-out their respective boxes. Better yet, let each family member determine their own schedule... but make sure you all stick to it.

for more information