

Organize Your Space

Simple & Practical Paper Organization

DO NOT tackle all of your paperwork in one shot, start with broad categories, create bins, file folders, baskets for categories based on your needs

All these containers should be kept in an accessible space for work flow, just as easy to put it in its place as to leave it out...

Paper

monthly bills to be paid, birthday/party invitations, voting info , gift cards (small basket in kitchen/ desk

Action

each person should have 1 bin for keepsakes

Sentimental

Short
Term

tax year items - 1 yr. (small accordion file box)

magazines, takeout menus, family schedules , volunteering etc. (small basket or a file folder in your short-term file box) review this basket monthly!!

Reference

Long
Term

contracts, home maintenance, marriage/birth certificates, passports certificates , insurance , vehicle information, manuals - File box(plastic or file cabinet)