

# ORGANIZ ER

NEWSLETTER

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## Tips

- ✓ Make the choice to attend a meeting or activity based on interest not time.
- ✓ Create systems so you so you don't have to think. For example, make a list of all grocery items you get regularly and photocopy it so you can highlight what you need.
- ✓ Put routines such as morning schedule or paying bills on autopilot.

We produce this newsletter monthly with useful tips and facts for you to utilize. If you no longer wish to be on the mail list for this newsletter, please send us an e-mail at [admin@organiz-er.com](mailto:admin@organiz-er.com)

Greetings.

Welcome to the OrganizER newsletter. With school starting, changing gears from the summer, and preparing for the holidays autumn is usually the time of year where people lose momentum of staying organized. This moth's issue is dedicated to **Preparing for Fall** – a natural time for purging.

Although it seems natural to start filling up your schedule after a summer with less scheduling, try to think of lightening your load. Without even trying, there will be enough commitments that will require your time.

Susan Walko



### ASK SUSAN

You need to start now with setting up routines to help your children achieve success.

**Question:** How long do I have to keep my business records?

**Answer:** From IRS Pub 583

Until the period of limitations for that return runs out. The period of limitations is the period of time in which you can amend your return to claim a credit or refund. Unless otherwise stated, the years refer to the period after the return was filed. See full article & [Specific Time Frames](#)

## Eliminate Clutter

Before looking at the steps to eliminating clutter, it will be helpful to examine why you keep things. Below is a list of common reasons that people cite when asked why they are hanging on to something.

- I may need it.
- It holds sentimental value to me.
- I don't want to waste it.
- Someone gave it to me and I don't want to hurt his feelings.
- It helps me remember something (trip, year, etc).
- I like it.
- It is broken and needs to be fixed.
- I am afraid I will forget it.