

ORGANIZ ER

NEWSLETTER

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290 Broadway, #276
Methuen, MA 01844
978-376-9606
www.organiz-er.com

Tips

- The preferred method of filing is the straight line filing system – keeping all file folder labels in a straight line as opposed to staggered.
- Color Coding files by categories is a great way to easily make files easier to find.
- Filing information in categories provides for quick retrieval of groups of information.

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

Dear Friends,

Here we are, late July in the middle of a hot summer, after a very rainy spring. But before you know it, you will be thinking of trying to retrieve all of your information to do your 2006 taxes. Now is a great time to start planning how you will organize information for yearly files.

This issue of Organiz-ER newsletter is dedicated to record keeping to help give you a kick start on your filing system.

If you need help setting up your filing system, Organiz-ER would be proud to be part of your team.

Susan Walko
978-376-9606

While planning a way to file your tax information, Organiz-ER can help you set up your permanent files so you have an easy way to recall information.

Suggested sections for paper filing

Current – papers that you will need within the next day, month, or year

Home – papers related to managing your home that may be needed for reference

Personal – papers that are of interest to you only

Business – papers that are related to running your business

Archives – papers that are related to items that you no longer have but may need for reference or for financial information that may be needed.

DID YOU KNOW . . .

The average corporation processes 44,000,000 lbs of paper per year and needs to file it. That is 45 sheets per day. We are told that we are heading toward a paperless society. Does it feel that way to you?

In the home, the average person gets three bills or credit card solicitations per day. How do you file each of these mailings?

Seven out of ten Americans are living in an over-cluttered home. How much can you take and how do you take control?