

# Paper Organizing

Schedule/Steps	
<ol style="list-style-type: none"> <li>(Monday): Gather &amp; acquire</li> <li>(Tuesday): Set-up</li> <li>(Wednesday): Go through piles &amp; file</li> <li>(Thursday): Setup digital &amp; unsubscribe</li> <li>(Friday): Plan &amp; celebrate</li> </ol>	<b>Step 3: Go Through Piles &amp; File</b> <ul style="list-style-type: none"> <li>Post-its:           <ul style="list-style-type: none"> <li>Action</li> <li>Short Term</li> <li>Long Term</li> <li>Special</li> <li>Hold</li> <li>Shred</li> <li>Recycle</li> </ul> </li> </ul>
<b>Step 1: Gather &amp; Acquire</b> <ul style="list-style-type: none"> <li>Papers</li> <li>Shredder</li> <li>File Folders</li> <li>File Hangers</li> <li>Command Station/Basket</li> <li>Recycle Bin</li> <li>Post-its</li> </ul>	<b>Step 4: Setup Digital &amp; Unsubscribe</b> <ul style="list-style-type: none"> <li>Finances</li> <li>Catalogs &amp; Advertising</li> </ul>
<b>Step 2: Set-up</b> <ul style="list-style-type: none"> <li>Command Station/Basket</li> <li>Short-Term Folders</li> <li>Long-Term Folders</li> <li>Keepsake</li> <li>Hold</li> </ul>	<b>Step 5: Plan &amp; Celebrate</b> <p>Do your weekly planning. When you get to your to-do section, go through your Hold bin and add it to your list. Then do your action items.</p> <p>Pop the bubbly or pour the special tea - you did it!</p>

Paperwork Flow >>



\*Categories: short-term, long-term, hold, keepsake, or discard

**Happy Dance!**  
You're done.

# Categories

<b>Action</b>	Create a Command Center or Box	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Short-Term</b>	Bills Monthly Statements Current season taxes	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Long-Term</b>	Contracts Mortgage Papers Certificates (Marriage, Birth, Death, Divorce) Benefits Policies (insurance) Taxes (4-7 years) Final Plan	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Keepsakes</b>	One for each family member	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Hold</b>	Home Binders fall into these categories	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>