

# Essential Organizing

*Free your space. Free your mind.*

## Welcome!

### Can't keep up with all that paper?

Research shows there is FIFTY percent more paper in offices today than there was just ten years ago! Now think about the fact that 80% of what we file away, we never look at again. It's definitely time to get control of all that paper!

#### Tip #1

If you find yourself thinking that *perhaps* you will *maybe* need this *someday*- that doesn't cut it! Be specific about a time or a use when you would need the paper, otherwise, out it goes! Another thing to consider is whether or not you can find the information somewhere else. Would you be able to make a phone call, check with your secretary or go on the internet to find the information? If yes, then feel free to toss it.

#### Tip #2

If mail is contributing to paper overload, get your name off the junk-mail lists by checking out the site [www.dmaconsumers.org/offmailinglist.html](http://www.dmaconsumers.org/offmailinglist.html). Also, take a few minutes and set yourself up for electronic bill pay. This can be done with most banks, utility companies and other merchants. You can receive the bill online, pay it online and never have to deal with any paper!

#### Tip #3

Take ten minutes each day, whether it's first thing in the morning, right after lunch or right before you leave and just process paper. Toss what can go and file what you must keep. This will help tremendously in keeping you on top of all that paper. Of course, if you're overwhelmed and need a completely new system for managing all of the paper, call us!

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