

Chaotic Times

Organised Chaos Newsletter

"Helping you to
clear clutter and
feel -

Better!"

Issue4 - June 2009
'Paper Everywhere!'

Dear Friends of Organised Chaos

Welcome to the June edition of **Chaotic Times!**

Of course clutter comes in many forms and there is no such thing for me as a typical client. However, I am beginning to realise that lots of people have a major problem managing paperwork.

Somehow, if you don't let it know who's boss it has a habit of spreading itself all round your house (or office) - sometimes in piles - or worse still in towering heaps!



Attempting to tackle a 2ft high pile of paper is a daunting task for anyone, and one that is bound to be time consuming. If the pile is completely random then every single sheet will need checking in order to avoid shredding or recycling vital information.

Don't be Overwhelmed!

The thing to remember is that you are in charge! Don't let paperwork rule your life. If the problem has got out of hand you will be struggling to find important documents and wasting time looking for things.

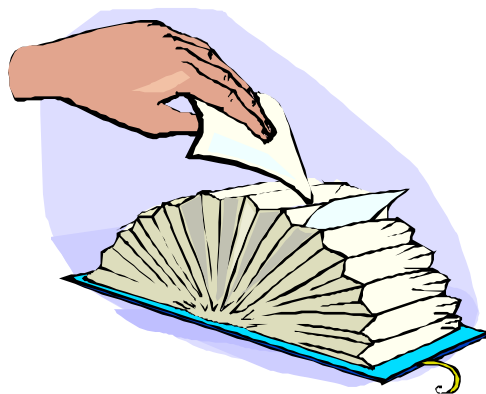
Why not devote that time to getting organised instead? Once you have a system in place the maintenance will be easy and you will wonder why you didn't do it earlier!

Overleaf are a few tips to get you started.



Top Tips for Sorting Paperwork

- 1 Divide the job into manageable chunks - don't assume you've got to do it all in one session.
- 2 Find somewhere to stack the papers as you work.
- 3 Set aside at least a couple of hours with no interruptions.
- 4 Sorting will involve looking at papers to identify different categories, such as: finance, correspondence, catalogues and brochures, car and of course - recycling/shredding.



These headings are just suggestions. Everyone's circumstances are different so choose appropriate headings to suit yourself.

The headings are deliberately vague. Finance for instance will include items such as banks statements, bills, mortgage or rent information, salary slips etc.

Only when you have a rough idea of what's in each pile can you decide if you need to create a new category. If you're planning a holiday you may have lots of brochures, but you'll probably want to keep them separate from DIY catalogues, for instance.

- 5 Label the sorted piles using sticky notes or scraps of paper to avoid mis-sorting and getting muddled!
- 6 Check dates on paperwork, particularly where you have several copies of the same thing. It may be you only need the most recent version.

Think about Storage

Before rushing out and buying a cupboard or some shelves think about how often you need to access the papers. Some might be frequently needed, others less often. Of course the quantity to be housed should also influence your choice of storage.

There is a vast selection of storage solutions available and some items intended for use in offices are attractive enough to be used at home in a study or spare room.

It is far better to manage with even some old envelopes or boxes for a while rather than make an expensive mistake.

When you've got an idea on how your system needs to work you can confidently shop for either furniture or files.



Well, I hope that's given you some pointers as to how to tackle your paper mountain! Please get in touch if you need further advice on paperwork storage or sorting.

*Best regards,
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