

## Free Organizing Café

**February 8, 7 PM. A real jolt to help organize your stuff, your papers, and your life. Presented free at the beautiful Fox Run Storage facility on Rte 47 in Deptford. [Click here for registration](#) or call 856-468-7747**

## Mail Call

I admit it, even I have a pile of mail in my kitchen. Admittedly, it's a small pile, but it's there nonetheless. Do you have a small- or maybe not so small- pile of mail and papers and other "stuff" that you can't seem to tame?

You aren't alone. Many people have piles of piles. Kids add to it with their own papers. Magazines we're too busy to read, catalogs we're too in love with to toss, and newspapers we think we *should* be reading. Here are some five minute fixes for handling mail.

## Consider This:

Wine as clutter?

OTBN (Open that Bottle Night) is officially February 25, 2006. The 7th annual OTBN is meant to celebrate memories and share with friends. Before it goes bad, open that special bottle of wine you've been saving for a special occasion. Life is short, after all!

## The Cure for the Common Clutter– Paper

- Makeover Your Mail... create a holding space for mail that isn't the dining table, kitchen counter, or front hall table. A bin or basket for unopened, unsorted mail will work fine.
- Sort mail directly over trash, recycling, or shredder bins. If you sort mail in another room, put a trash bin there to ease the job.
- Separate catalogs & magazines from mail immediately!! Keep them where you read them, such as by the sofa or bed.
- Go vertical, baby. Horizontal mail = lost stuff. Repurpose or use a vertical holder to keep categories of papers in sight.
- K.I.S.S. Sort mail into a very few categories like his vs. hers, bills, correspondence, or To Do. Use very few categories or you'll have trouble storing and attending to it.
- Be realistic. If you are having trouble with all the papers, be ruthless. Toss everything not vital to your well being. Trust me, the sky will not fall.

---

**Simple Tip:** Chose containers thoughtfully; when full they give visual cues to sort & purge for storage.

---

Subscribe at <http://www.heartworkorg.com/mailling.asp> . Your info will not be sold or traded. Refer three paying clients and earn a FREE [redesign](#) for yourself. [Click to learn more.](#)

Next Issue: Spring Cleaning...what's new. [www.HeartWorkOrg.com](http://www.HeartWorkOrg.com) .