

Organizing Café:

Recently: Clutter Control seminar for the Marlton Moms Group. Need a speaker at your next event?

The holidays are here! Do you need help with décor? Call us today.

Consider This:

November is the perfect time to clean out the fridge. It's time to toss the Turkey leftovers and clear out all mystery containers and exotic condiments that have taken up residence but haven't paid rent in over a year.

While you're at it, take a peek in the pantry. If those canned beets are never going to find their way onto your plate, now is the time to make a much needed donation to the local food pantry.

Ahead of the Game...Tax Preparation

You thought Halloween was scary and Turkey Day was a trial! Tax time is almost here again. In a few weeks we'll start to get tax notices and "important" end of year paperwork that we'll need come April 15 2007 or earlier. No need to panic, just prepare.

You might be one who is still struggling to wrap up last year— as in 2005— taxes! Honest, there is another way. I promise that if you follow these tips, and maybe attend a seminar, you can get ready for your account in 30 minutes or less, and still be smiling!

A Penny Saved

- First, determine what papers you actually need. If you aren't sure, ask your tax advisor before the crisis hits!
- Most people need to only routinely save items that substantiate a tax deduction or tax item. Most receipts and bill stubs can be tossed after a month to a year without risking financial ruin.
- Create a place NOW to store tax-related items. Take 15 minutes to gather anything that is or might be tax related into a file folder, envelope, or box marked 2006.
- Keep the tax container easy to get to throughout tax season. In early 2007, you'll have an easy spot to put all of your tax related documents, even ones you don't actually open or read!
- Not sure if it is tax related? Put it in your 2006 container anyway, and ask your tax advisor when you meet.
- Take 30 minutes to organize your 2006 container before getting taxes done next year. There, isn't that easy???

Simple Tip: Organizing Gift Certificates are for those who have it all but don't know where to put it!

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Next Issue: Checking Your Holiday Lists. www.HeartWorkOrg.com