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Organizing Café:

Home Staging and Filing Freedom at the Haddonfield Adult School are offered in October. [More info here.](#)

Filing Freedom is a fun hands-on class. Bring your piles and leave with organized files!

Consider This

If you ask a business owner why they went in to business, they say things like, "So I could work with my hands," or "because I love my product." They never say, "So I could do my own paperwork!" Successful entrepreneurs both *do the business* (usually the fun part) and *run the business* (usually the paperwork part). When you get organized so customers get what they need, bills are paid on time, and you make regular deposits to a healthy bank account, then the "running the business" part is the fun part, too. Really! [Read More.](#)

The \$600 Sticky Note

Kids and papers go together like peanut butter and jelly. The funny thing is, kids don't know the value of paper. They don't know what is or isn't worth keeping. I re-discovered this when I recently had to pay a \$600 bill. My daughter grabbed the check out of my hand on the way to make the payment. In order to make the trade without a fuss, she contentedly traded it for a yellow sticky note. *W o w ! W h a t a t r a d e .* Kids don't know what's valuable, but you can! Follow these tips, and join up at the Filing Freedom class in October if you'd like hands on help to turn your piles into smiles.

Shred, Toss, Recycle

1. Be Ruthless! Kids are bringing home lots of paper from school by now. If someone else owns or stores the information, don't appoint yourself the archivist of the class, school or extended family! View and toss anything that doesn't seem vital.
2. Mailboxes, etc. If kids don't know where to put things, they end up anywhere. If you don't have a place to look, things get lost. So set up a spot where papers should go. If backpacks are part of the equation, make sure the backpack storage and mailbox areas are the same or near by. A simple shoe box can serve the purpose. A more elaborate built-in mudroom or custom closet solution can be nirvana.
3. Routines. Even my 18 month old knows that we pick up toys at the end of the day. Don't beat yourself up with things you think you "should" do, but have a few key routines that work for you. Compile all bills together in a set place until you have time to deal with them. Take a few minutes to decide on your own personal retention policy, a fancy way of saying decide in advance what needs to be stored and for how long. If you aren't sure, check out [my tools](#) to start your own policy.

Simple Tip: Simple routines allow you to be in control and delegate when needed.

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