HeartWork organizing

Organize to Economize

This month I am inviting you to a very important event. It's no surprise that peple are trying to spend their money wisely these days. My professional peers and I have designed an event that will help you do both!

Save money and time by learning how to "Organize to Economize" by attending the Get Organized! Shredding and Organizing Event at the IKEA Conshohocken store.

- Shred your personal and business documents
- Ask the Organizer in various IKEA departments, including kids, kitchens, living spaces, workspaces, and and bedrooms
- Chance to win valuable products and services
- Visit our showcase with more products to help you get and stay organized.

The Get Organized! Event is sponsored by the National Association of Professional Organizers, Greater Philadelphia Chapter (NAPO-GPC) and will be held at the IKEA Conshohocken store located at 400 Alan Wood Road, Conshohocken, PA 19428 on Saturday, February 7, 2009 from 10AM to 2PM.

The weather looks good for that day. The shredding event alone can save you upwards of $35 (or several hours in front of your home shredder), but there is so much more to see that day. I hope to see you there.

Simple Tip: Start by sorting your most recent papers to get you on the best track to organizing success!

In just a few hours, you can have a space that works for you!

What Must I Keep and for How Long?

1. In general, most documents related to taxes only need to be stored for 6 years (plus the current year). Check with your financial advisor on your specifics.

2. There are some documents that should be kept forever. I call those Vital Documents, If it would costs you considerable time or expense to recreate those documents, copy them, back them up, and put them in a secure location like a safe deposit box. These include birth certificates, vaccination records, deeds and appraisals, and savings bonds. For a more complete list, visit http://www.heartworkorg.com/Vital%20Records.doc .

3. Design your paper and information system to be "self-maintaining", and you'll save time, money, and brain cells because you'll never have to "clean out" your filing system again. Use rotating systems, pre-established dates for destruction of documents, and a filing system that heps you separate "remove and replace" information from the type of information you need to keep forever. If this sounds attractive to you, contact me for an upcoming filing class.

Next Issue: The Luck of the Organized

Organizing Café:

Organize to Economize.
Free public Organizing Fair and Paper Shredding Event. February 7 from 10 am-2 pm. IKEA Conshohocken, PA. Details at www.NAPO-GPC.org.

Procrastinators Unite!
Support call Tuesday, March 3 at 8 pm. Please email Darla@HeartWorkOrg.com.

Home Design by the Numbers
Come learn the tricks the pros use to create a stylish home. Make those vital tweaks that pull a room together or learn how to approach a major project with confidence. Save hundreds by starting or doing your own decorating with great results. Haddonfield Adult School. Starts Tuesday March 10.

Home Staging: Selling Your Home for More!
Yes, some homes are still selling profitably in today's market. It's more than just looks! Learn where to spend and where to save your money. Evaluate return on investment the way your buyer will. This one night class will put money in your pocket and a sold sign in your yard. Glassboro Public Library Thursday April 2.

The average household requires at least a two-drawer file cabinet to maintain household records. But you don't have to live with an industrial file cabinet. There are plenty of smaller scale furniture-grade cabinets that can fit well in to most decor. You can even easily retrofit some kitchen drawers to hold hanging files. Consider using attractive wicker baskets that are made with rails inside to accommodate hanging file folders. Plastic cases that are widely available in office supply stores are great for under the bed or in a closet. Pretty leather (look) totes are made to hold folders for easy transportation between your household command center (say, the kitchen) and a place where you need to sit uninterupted to pay bills (say, your desk in the bedroom). Sometimes a combination of all of the above will work best for you.

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