



# ORGANIZED TO PERFECTION

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## GET CONTROL OF YOUR PAPERS - FINALLY!

Here we are in the heat, so to speak, of summer and this is a great time to tackle those pesky papers that you have been meaning to go through. Here are a few tips to finally take control of all of the types of papers that come into our lives.

There are 4 questions you need to ask yourself before starting to sort and purge papers. First question: What is this piece of paper? Second: Is it important? Third: Is it an action item or can I file it away? And fourth and most important question: What would be the consequence if I did not have this piece of paper?

Once you have determined your answers to these questions about the piece of paper, then I want you to look at your desk and the papers on it. Take a small stack of papers and put them in 3 categories: File, action and toss or shred.

Place the papers that you want to file in a manila folder and label them (i.e. bank statements, utility bills, John's 2009 school papers).

Then go right now and take care of the action papers that you set aside. Make a phone call, send an email or set up an appointment, whatever it may be, but take action and finish the task that the sheet of paper requires you to do.

Paperwork should NOT control your life, YOU do that, so take back that control and finally see your desk again!



**HAVE A WARM AND RELAXING  
SUMMER!**

## STORES AND SERVICES FOR PAPERWORK

### OFFICEMAX

Check out the new office product line by Peter Walsh. The [IN] PLACE System helps with filing and sorting your paperwork in an efficient way and it is portable!

### SECURIT COMPANY

Visit the website [www.securit.com](http://www.securit.com) which Shred-It is a division. This company can handle all of your shredding needs.

### GRM INFORMATION MANAGEMENT SERVICES

Please visit the website [www.grmims.com](http://www.grmims.com) for all of your document storage, records management, data protection, and video and film storage needs.

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## FROM THE DESK OF ELIZABETH FUCHS

Summertime is certainly not a slow time for my business. Several of my clients have big projects I am working on with them. And other clients find this time to organize things they don't want to during the "regular" months of the year.

I will be continuing my position on the board of directors for the NAPO (Nat'l Assoc of Professional Organizers) Chicago Chapter as the Vice President. I enjoy the position and the work that it entails and having an active role in the organizing industry.

I have recently changed business networking groups that I belong to. I was a member of the West Suburban Women Entrepreneurs and now am a member of the Barrington Area Professional Women. Both have and will bring great networking opportunities for me and my business.

Enjoy your summer - where ever it may take you!



### RESOURCE LIST SPECIALS:

#### **Kristin Walsh, KAW Marketing Communications**

Co helps you create a message to reach your target audience, and break through with creative marketing initiatives, including direct mail, newsletters, website, advertising and promotions.

Phone: 630-916-9756 Email: [kawalsh@ameritech.net](mailto:kawalsh@ameritech.net)  
[www.kawmarketing.com](http://www.kawmarketing.com)

#### **Tom Dooley, Ideal Moving Systems, Inc.**

Ideal Moving is a professional and caring company that handles state-to-state moves, local moves or moving items from storage spaces. Contact Tom for free in-home estimates. Phone: 630-881-1972

Email: [tjd@idealmovingsystems.com](mailto:tjd@idealmovingsystems.com)

### SUMMER PAPER OFFER:

After you follow my advice and go through your old paperwork and you need to shred the papers, you can contact me and I will make arrangements with the shredding company that I use and try to get you a discount. The shredding company can come to your house or business office or the papers can be brought to their offices to be shredded.

So start with your oldest papers or file cabinet and make a pile of papers to be shredded. I promise you will feel so much lighter!

### FILE CABINET ORGANIZING TIPS:

Go to where you have your oldest papers that may be in a file cabinet or drawer. Spend 1 hour to go through and throw away or shred the old papers. More than likely the papers that are 10 years or plus old are no longer needed or relevant and it is ok to get rid of them. The older the papers - the easiest it is to get rid of them. By going through your oldest paperwork, you will have more room for your current paperwork to be filed!



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### **REMEMBER:**

**AN ORGANIZED HOME IS A  
 PEACEFUL HOME!**