



The Clutter Warrior Newsletter by Liz Maffucci

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Time to take some action.....

The kids' camp registration is due tomorrow but it's buried under all the other so called "important" papers like the parking ticket that is two months overdue for payment, or the denial of benefits letter from your health insurance company that you meant to follow up on two months ago. Our lives are fast paced. The key is to have all the items that need some sort of action in only one place. That's where an ACTION file comes into play.

Many of my clients give me that puzzled look when I pull out one of my special action files. I use a file folder that is not a plain manila folder, it has to be colorful and stick out from ordinary file folders. Personally, my preference is florescent folders. I use a large printed label with the word ACTION placed on the front of the folder. Your action folder is never filed in a cabinet or put in a drawer. It goes in your step file or wall file. Whenever paper arrives that needs some follow-up action such as a call, a form that needs to be filled out or some action taken on it, it needs to find its home in your action folder. Of course you have to look in your action folder daily or weekly in order for you to be on top of what's due and complete tasks before essential deadlines in order for the system to work.



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Ask the Organizer

Recently a client asked me to help her out with her kids school papers that littered her kitchen counter. She complained that the information she needed had never found its way into a folder, and that food spills became the decorative accent on these papers.

The first step is to give these papers an actual home. Give each child a school folder and utilize a wall file. A wall file fits onto the wall in the kitchen or any other room you handle papers. You can have one, two or as many as you feel you need. These wall files are only for the folders you need to access all the time such as school folders, an ongoing renovation project, and of course your ACTION folder. If wall space is at a minimum, purchase a step file so that these folders are easily reached and you can access them. You can purchase wall and step files at any office supply store.

The second step is to make sure when your children come home with important papers that you may need to access, to put it either in your child's school folder or if you need to do something with it, put it in your action folder so you can "ACT" on it.

And lastly, the third step is to be selective about what you keep in these folders, they should not be overstuffed with paper. Artwork and memorabilia from your children go in their memorabilia boxes. Papers that come in with important dates for example should be transferred to your calendar or planner right away and that paper then gets tossed. Also, make sure that you purge these files every month to make sure the information is current.

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Tidbits and Tips

- When emailing, if you are merely giving information that the other party needs, state in the subject line that you do not need a return response, therefore cutting down on the email you receive.
- Check out <http://www.satruck.com/ValueGuide.asp> if you need to decide value for goods you are donating you can access up to date amounts for many of the items you want to donate.

Quote of the Month

"There are two kinds of people, those who do the work and those who take the credit. Try to be in the first group, there is less competition there".....Indira Gandhi

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