



Speedy Mail Processing

- **Just Do It!** If the action will only take a few minutes, then do it.
- **File it!** Consider using a Ticker File for action on a future date.*
- **Trash it!** Ask yourself: What is the worse thing that could happen if you do not keep this information?

* Check out the **Shopping Mall** on my website.

Judith Ann Kirk

Organizing Resources

PO Box 7080
Plainville, CT
06062

860-747-8962

Reduce

Reducing means eliminating excess—from decreasing the amount of paper you use, to trimming the amount of food you waste, to saying ‘no’ to those things that do not have a purpose in your life. It also applies to diminishing your consumption of electricity, water and heating fuel by initiating some simple yet effective means to monitor usage. My all time favorite is the programmable thermostat.

- Clutter robs living space and fuels stress. By reducing the excess around your home, you increase breathing room. Start weeding out the useless, broken and unloved items that no longer serve you, especially those things that are stuffed in the back of the closet or hiding in the attic. If you are not using something, give it to a friend, take it to a recycling center or call Big Brothers/Big Sisters, Goodwill or Salvation Army. Look at each item objectively. At one time it might have been important, but now you have other things that are vying for attention.

- Simply reducing the amount of excess paper you receive is an effortless way to decrease the environmental impact. Take the steps to eliminate junk mail, magazines and catalogs. To learn more about your privacy rights, check out <http://www.privacyrights.org/> and <https://www.dmachoice.org>. Reduce the amount of paper that clutters your life by opening your mail over a wastebasket. Discarding all junk mail and advertising inserts will keep the excess from invading your desk.

- Consider reducing the amount of books sitting on shelves. There are some great websites that facilitate book sharing, such as Bookins.com. Let the library be the warehouse for all your reading materials.

- Avoid advertising traps. There are many companies that are trying to get you to spend your hard-earned money. Think carefully. Do you really need to add more stuff to the already crowded spaces?

Reduce! The less you have the easier it is to find what you want when you want it, and that is what organizing is all about. We live in a land of plenty and it is easy to overdo our wants. If you can reduce the amount of things coming into your home, this will go a long way in reducing clutter, reducing spending and reducing stress.

