



It's About Time

www.marylynnemurray.com

(925) 933-9737

mlm@marylynnemurray.com

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Wondering what to do with paper—short of lighting a match? Here are “The Big Eight” for managing paper in your home or office. You can put every piece of paper, or the information on it, into one of eight places:



1. Action files include papers that need your attention. You need to do something, either as soon as possible, or in the near future. Examples of Action files include:

- **Pay** -- For bills, orders, or donations. Payment coupon books belong here too.
- **Copy** -- Before we can mail an article, we need to copy it.
- **Write** -- When writing a letter is the next action to take and can include greeting cards, thank you notes, or business/personal letters.
- **Database** -- This includes information that needs to be entered either in your address book or computer database. It's an effective use of time to group these entries and input several at the same time.
- **Discuss** -- Often we can't take action before discussing something with a spouse, child, service provider, or friend. To be effective managers of paper requires communication with key people in our lives.
- **Projects** -- Small projects can be grouped in one file. For larger projects, such as remodeling, keep separate files.
- **To file** -- Much of what comes through the mail can be read quickly and sorted for filing one time a week.

This is a starter list which can be modified. It's important to customize your system.

2. Reference files

For information that you may need or want to refer to in the future. Examples of reference files are insurance, hobbies, travel, car, gardening, etc. Research shows that 80% of papers filed aren't used again. In a four-drawer file cabinet that's over three drawers of wasted space! Visualize this to help you choose what paper to keep.

3. To-do list

Your list is one consistent place to download your brain. It will free your mind from distractions, and eliminate the scraps of paper that tend to get lost. A to-do list provides the satisfaction of crossing items off when completed (I like to mark them off with a highlighter). If you keep your list on the computer, hitting the delete key is fun too!

If you find you are not getting to something after a week, ask yourself why. There may be another action that you need to take first, or it may not be so important after all. Avoid putting large projects onto this list; instead put the next single action needed to keep the project moving forward.

4. Address book or database

For paper-based systems, write in pencil. It makes address changes so much easier. If you've already started in pen, apply a blank white address label over the previous numbers when you need to make a change.

5. Calendar or PDA

This is another tool that eliminates scraps of paper from our purses, desks, wallets and dresser tops. By entering the information you need from the paper into your calendar (dentist appointment, haircut) generally the paper can be tossed. A

calendar is a freedom tool because you don't have to clutter your mind with the details once the information is entered. Consistently use one calendar for your one life to avoid having appointments “sneak up” on you, or worse yet, be missed.

6. “To sort” basket

In practice, you can use a tray, a box or space on a shelf, table or desk. This container becomes a temporary spot for papers you have not yet sorted—the mail, papers given to you by family members, papers from your brief case, papers from your doctor appointment, receipts, etc. Do you have “to sort” piles all over the house? This is where a change in habit begins. Use one sorting spot consistently and frequently. If the sorting tray is beginning to house papers permanently, you need to sort more often.

7. Tickler file

This accordion type file has slots numbered 1-31 representing the days of the month. This is the place to store tickets to the game, play, or concert, as well as directions, medical records and bills, according to the event date or due date. Behind the daily slots are more slots for each month, for long-term planning. Since this particular tickler is not found in stores, you can view and order a tickler file at www.marylynnemurray.com.

8. Circular file

Who wants to spend Saturday afternoon when the sun is shining sorting through old papers? If you can learn to toss more paper as you receive it, you will save yourself lots of hassles and reach more of your goals in the process. Say “yes” to the circular file by using it with enthusiasm. There's very little paper that you can't live without.

TAX DEDUCTIONS MAY BE LURKING IN YOUR CLOSET

We tend to undervalue donations of household items, often by as much as 80%. Tax professionals are calling this “America's Most Overlooked Tax Deduction”, and the key to taking full advantage of this deduction is in determining the proper fair-market-value of donated items.

Understandably, most taxpayers have no idea what their donated items are worth. With ItsDeductible™, you can quickly determine the actual fair-market-value of each item you donate. This will ensure you get the full tax deduction to which you are legally entitled, while **saving at least \$300 on your taxes—GUARANTEED**. With this kind of tax savings, it really pays to get organized!

Now is the time to clean out your closets and get rid of clutter by donating your clothing and other household items to charity. ItsDeductible™ software (there is also a print version if you prefer) retails for \$29.95 and can be purchased @ www.itsdeductible.com or by calling 800-976-5358. Reference the **RAF Code 439643** when placing your order to receive a \$5.00 discount on ItsDeductible™.

It's About Time...

Bringing order to your space,
Making room for your dreams.

Inspirational Quotes

That which we elect to surround ourselves with becomes the museum of our souls
and the archives of our experiences.

Thomas Jefferson

You don't have to change that much for it to make a great deal of difference. A few
simple disciplines can have a major impact on how your life works out in the next 90
days, let alone the next 12 months or the next 3 years.

Jim Rohn

PEOPLE ARE TALKING

"Having Mary Lynne's help is like having home therapy. I couldn't have lived without it. I feel light, empowered, finally able to continue with more organizing myself, and ready to take up my creative projects again. If you fear someone judging your mess, it's groundless with Mary Lynne. She is friendly, professional, completely non-judgmental, calm, and relaxed. I've been released from the chaos so I can go back to creative projects. If I get stuck again, I will not hesitate to call her." **J.E.**

Find anything in your office in 5 seconds
or less... guaranteed! Ask me how!



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Looking for quality containers to organize with? It's About Time proudly represents Longaberger® Baskets. Each basket is handwoven in America of hardwood maple, making them both durable and attractive. They add warmth to your décor where plastic containers aren't an option.

Join me for a Longaberger® Open House where you can view the baskets and enjoy light refreshments.

June 14th, 11:00 a.m.–2:00 p.m., 1414 Quail View Circle, Walnut Creek

RSVP @ 925-933-9737 by June 10th for a chance to win a door prize.

Can't make the date? Call Mary Lynne for a catalog or private basket consultation