



## PAPER AND PHOTO ORGANIZATION

### HOW TO ORGANIZE YOUR INCOMING MAIL

**GETTING PREPARED IS THE KEY TO ORGANIZATION!**

#### **HAVE ON HAND....**

- 1 PERFECT BOX OR CRATE (COVERED OR PLAIN)
- 1 LETTER OPENER
- 1 RED PEN
- 1 OR 2 SETS OF COLORED FILE FOLDERS
- 2 BASKETS (1 FOR READING AND 1 FOR CATALOGS)
- 1 ROLODEX
- 1 MAGIC MARKER
- 1 FILE FOLDER WITH 2 POCKETS
- 1 STAMP AND STAMP PAD
- 1 FORM LETTER
- 1 LARGE TRASH BAG
- 1 PEN & PENCIL CUP HOLDER
- 1 EXPANDABLE FILE FOLDER (READING, TRAVEL WITH YOU)
- 1 NOTE PAD AND PEN FOR EACH PHONE

#### **BASIC INSTRUCTIONS**

- DON'T OPEN THE MAIL UNLESS YOU HAVE TIME TO SORT
- ALWAYS HAVE A RED PEN AND LETTER OPENER WITH YOU
- SLIT ALL THE MAIL
- UNDERSCORE IN RED
- WHAT COMES IN THE MAIL WILL BE HOW WE USE MOST OF THIS EQUIPMENT
- MAKE FILE FOLDERS WITH LABELS
  - **RED ONE**- HOT FILE
  - **PERSONAL CORRESPONDENCE**
  - **FINANCES**
  - **TO DO**
  - **REFER TO SPOUSE/ROOMMATE/BOSS/CHILD**
  - **TO PHONE**
  - **TO READ**
  - **TO FILE**
- THE SECOND SET OF FILE FOLDERS YOU WILL USE FOR WARRANTIES, INSURANCE PAPERS AND OTHER ITEMS THAT PERTAIN TO YOUR HOUSEHOLD.
- THAT IS WHERE YOUR PERFECT BOX, CRATE OR FILING CABINET WILL BE USED
- CONVERT FAT FILES TO A SERIES OF FILES

