



Help – I’m Buried in Paper!

Enrolling for this class was your first “step to success” in getting a handle on your paper piles. Here are some other helpful steps to take as you begin.

Steps to Success

1 ***Be positive***

- Use affirmative statements
- Give yourself pats on the back for small accomplishments
- Receive and believe encouragement and compliments from others

2 ***Know what you want***

- Figure out your “why” – this provides motivation to keep going when it gets tough
- Envision the end result – something to look forward to
- Believe you can get there

3 ***Prepare for the project***

- Procure the necessary supplies: bags for trash, shred, recycle
- Set up your work area
- Develop your criteria for keeping: need for tax records, refer to it as a resource, memorabilia

4 ***Declutter***

- Let it go and be free
- Recycle, shred, toss
- Be realistic and practical

5 ***Organize***

- Set up a paper flow system that makes sense for you
- Store/file in ways that you will remember
- Make it fun and easy to maintain