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## TIPS & LINKS FOR MANAGING PAPER

### Use Your Calendar

- Put “to-do” items (appointments, deadlines, calls to make) directly into your calendar rather than keeping the paper as a reminder

### Stop Paper at the Door

- Cancel all magazine subscriptions you don't have time to read
- Toss junk mail directly into the recycling bin
- Follow this link to remove your name from junk mail lists:
  - [https://www.dmachoice.org/MPS/mps\\_consumer\\_description.php](https://www.dmachoice.org/MPS/mps_consumer_description.php)
- Follow this link to reduce the number of credit card offers you receive:
  - <https://www.optoutprescreen.com/?rf=t>

### Protect Your Electronic Documents

- Backup your hard drive regularly or follow this link for an online backup service:
  - <http://carbonite.com/>
- Reduce the amount of junk e-mail (SPAM) you receive by using a spam blocker program. To file a spam report with the FTC, follow this link:
  - <http://www.ftc.gov/spam/>

### Keep Only What's Needed

- Clean out your file drawers at least once a year
- Don't stuff your file drawers with unnecessary papers. Follow this link to see what you should keep and what you can toss:
  - <http://www.irs.gov/businesses/small/article/0,,id=98513,00.html>

### Prevent Identity Theft

- Invest in a good cross cut shredder and follow this link for a list of the top twenty items you should always shred:
  - [http://www.fellowes.com/Fellowes/site/workspace/workspace\\_article\\_identity\\_6.aspx](http://www.fellowes.com/Fellowes/site/workspace/workspace_article_identity_6.aspx)
- Order a free credit report three times a year, once from each of the national credit reporting companies. Follow this link to learn more about your rights:
  - <http://www.ftc.gov/freereports>
- And follow this link to get your free credit reports:
  - <http://www.annualcreditreport.com>

*Danielle Liu, MPA, CPO® is a board certified professional organizer. She is the owner of Totally Orderly, a professional organizing company based in West Linn, Oregon. She can be reached at 503.750.7111 or [Danielle@totallyorderly.com](mailto:Danielle@totallyorderly.com). For more organizing tips, visit her website at [www.totallyorderly.com](http://www.totallyorderly.com).*