



Bloomington Quarterly

Getting Rid of Paper Clutter

Even in the digital world that we live in, many of us still find that we have paper clutter in our homes and offices. Here are some tips for tackling the paper in your life.

1. Go paperless when possible. — Most banking, credit card and utility transactions can be done online, and you can opt to receive your statements via email.
2. Receipts — Have receipts mailed to you when given the option. For important items, scan the receipt and keep all receipts in a folder on your computer and/or in the cloud. Have an envelope for all other receipts. Review them periodically to toss those that you no longer need.
3. Coupons — Whether they are for groceries or your favorite store or restaurant, coupons can be a pain to manage, and it's especially frustrating when you forget to take them with you. Consider keeping a binder in your car and adding to it, keeping things labeled so that you can easily find what you need. Also, many stores have digital offers that you can sign up for, allowing deals to be added online to a loyalty card or received on your mobile device.
4. Tax information — Important tax documents start to come in the mail early in the year. It's imperative that you keep these items in a safe place. Maintain a file that is labeled for the current tax year, and add to it as you have items that you will need come tax time.
5. Deal with your mail right away. — Mail can pile up quickly if you don't stay on top of it. Try to go through it as soon as you bring it in by tossing what you don't want and filing what you need. When done with magazines, put them in a box for either recycling or donation.
6. Business cards and company brochures. — Store contact information electronically for easy reference. If you are planning a home project and getting bids, or you want to keep good contractors' information handy, start a file folder to store those items specific to your home, or create a digital folder and scan the flyers and cards.



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