



*how to conquer*  
**PAPER CLUTTER TODAY**

by Master Cruz  
Professional Organizer  
Founder of Master Organizing

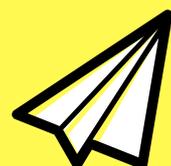
 ***"I just want to take a match to it and let the whole damn pile burn."***

This is exactly what a clever and successful 50 year old business woman told me during our paper organizing session.

We were looking at boxes upon boxes and piles of paper that consumed her home office over the course of 10 years. Paper affects everyone and all walks of life!

Getting rid of all of your papers in one fell swoop like lighting it on fire would be awesome! The thing is though, it doesn't do you any good if you don't address and create a paper management system that works best for you. You will just end up with piles and piles of papers all over again.

I am Professional Organizer Master Cruz and I am going to share some organizing resources with you to de-clutter and conquer paper today!



I challenge you to start sorting through papers and letting go of the papers, brochures, and catalogs that are just unnecessary in your life. Like those countless shopping catalogs that you get in the mail.

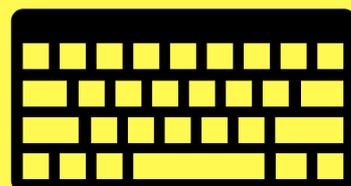
Get rid those pesky catalogs and other junk mail from coming to your home, literally in a snap (of a picture) or by simply opting out at the links below (just click on the name and you will be directed to the sites):

*Paper Karma*

*[www.dmachoice.org](http://www.dmachoice.org)*

*OptOutPrescreen.com*

*[www.catalogchoice.org](http://www.catalogchoice.org)*

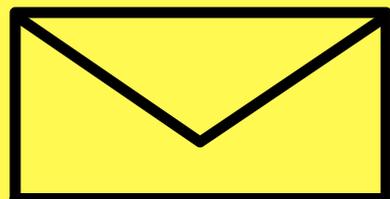


And if you ever get mail that doesn't belong to you just write either one of the following on that piece of mail, and place it back into the mailbox:

*“Address Correction Requested”*

*“Return Postage Guaranteed”*

*“Refused, Return to Sender”*



It all comes down to what your style is and everyone's style is different. There is no right or wrong style, only the style that works best for you.

*Find out what your desk style says about you by clicking here!*

Here are some basic tools and resources that I love to use when organizing papers:



1. Post It Notes
2. Labeling Tool
3. Inbox
4. File folders
5. Vertical Holders
6. Recycle, Shred, Trash Bins
7. Locking file cabinet

When purchasing any of these items be sure they are tools that you enjoy looking at and using, otherwise you won't use it.

Corral all the papers that are piling up around your home into one work area, like a living room table. Sort the papers.

Use post it notes (1) and pen/pencil (2) to create the potential paper categories as you sort through your paper piles.

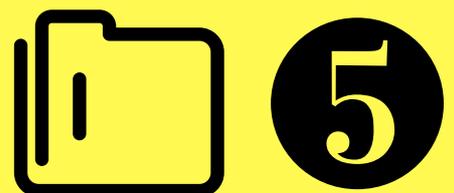
Recycle, Shred or Trash papers you no longer need (6). Be sure to label each bin so that you don't get confused as to which bin a paper goes to.

Establish an inbox location in your home to house all of the new incoming papers (3).

Once you have decided on the paper categories create the actual folders (4) for them and label the folders.

Contain the labeled file folders in a vertical holder (5), which could be hanging file folders that go into a filing cabinet or a desktop filer.

Store confidential or reference papers in a locking file cabinet (7).



Don't know what papers you need to keep?

Well here are the paper categories you absolutely must have:

- ATM Receipts
- Car Documents
- Financial Documents
- Home Insurance Documents
- Home Repair Bills & Contracts
- Medical Insurance Documents
- Mortgage/Rental Documents
- Pay Stubs
- Tax Returns and Back Up Documentation
- Utility Bills
- Warranty Documents

At the very least have folders for these categories in your home and you will be off to a great start!



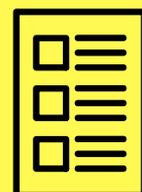
And that's it.

Your Paper Conquering Success is directly related to...

**1. Stopping unnecessary papers from coming into your space.**

**2. Using the simplest tools to edit through your current paper piles.**

**3. Creating paper files that you absolutely need to keep and designating a home for them.**



I showed you HOW to de-clutter paper TODAY!

Now it's UP TO YOU to take action on this material. Because education is meaningless without action.

So go use this material now! And if you liked it, here's what I want you to do next:

1. Send me an email at [info@masterorganizing.net](mailto:info@masterorganizing.net) saying, "Hey Master! I just applied what you wrote in How to Conquer Paper Clutter Today and loved it."

2. Say hello to me on Facebook by clicking the link below, I like to put a face to a name:

[www.facebook.com/masterorganizing](http://www.facebook.com/masterorganizing)

3. Lastly pat yourself on the back. You read and made it all the way through. =)

If you know someone who can benefit from this please feel free to share it with them. Just send them to this link here:

[bit.ly/ConquerPaperClutter](http://bit.ly/ConquerPaperClutter)



Did you like what you read? Check out the Master Organizing Online Paper Bootcamp by clicking on the link below:

<http://bit.ly/MOOnlinePaperBootCamp>

