

An Organized Home

Action Plan

Sort the mail:

- Junk mail-shred or recycle
- Bills-bill pay station
- Magazines and other-designated spots

Put it away:

- Junk mail-shred or recycle
- Bills-bill pay station
- Magazines and other-designated spots

Set up a bill station:

- Put together an area where bills will be safe
- Keep close to the computer
- Keep near checkbook & stamps
- File away when paid

Set monthly goals:

- Set quarterly & monthly goals
- Write them down and track them!

Use a calendar:

- Put together an area where bills will be safe
- Keep close to the computer
- Keep near checkbook & stamps
- File away when paid

Don't procrastinate:

- Use a to do list
- Make sure you have enough time to finish your task
- Don't over schedule

