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Ranka Burzan

Feature Article:

STOP the Paper Clutter!

Recommendations

www.cleantidysolutions.com



Clean & Tidy Solutions

Organizing your world.

OUR MISSION STATEMENT:

To share our skills and knowledge through affordable workshops, coaching and hands on organizing/staging, assisting individuals and organizations to live and work in a more organized and stress free environment.

Ranka Burzan is the author of many articles published in the local newspapers. "Helpful Hints to Organize and Clean your Home," "Your Junk or Your Life," and "10 Tips to Organize your Child."

STOP the Paper Clutter!

Stop the Paper Clutter!

It's estimated that we lose six weeks of our time each year looking for misplaced documents, bills and other papers related to our work or home. It is also well known fact that 15- 25 % of our annual budget is wasted buying the things we don't need or replacing things we lost.

Lack of functional living space is just one of the many challenges that people who hoard face. Unhealthy living conditions are very much of concern for the families of hoarders.

Do you File or Pile?

Many of us are guilty of displaying everything in two feet piles through our homes or offices. The creative people are for ever justifying and defending the piling system. These types believe that closed filing system doesn't work. "Out of sight, out of mind." They have a fear of loosing their important information. The display everything crowd like to have papers in open for easy access and visibility.

There are many reasons for piling papers, clothes or any items in your home or office. Here are three major reasons that I encounter on daily basis.

(continued next page)

Inadequate Filing System

Filing cabinets are not just for business people. Everybody should have a place to store their documents, bills, articles etc.

Use a file cabinet what ever style or size is necessary, keep it simple.

Choose the categories that apply to your home or business

Avoid labeling "miscellaneous"

Place all tabs on the front of file to be visible and accessible

Every three months sort and purge the papers you don't need.

Display Everything

By using proper containers and baskets to contain their papers, the display everything people are still creative and organized

Use open desk trays or baskets

Use translucent plastic containers

Label everything

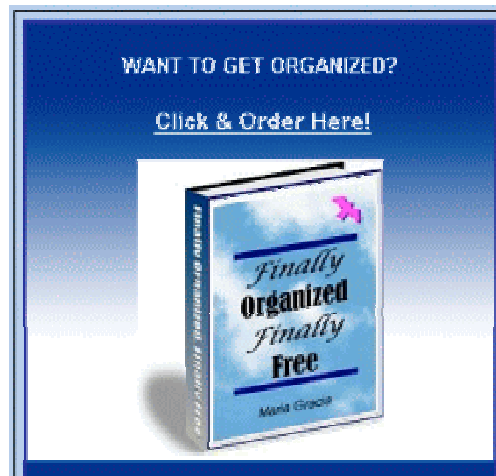
The Fear of Losing Information

If you have a fear of throwing papers or magazines away; here are three questions to ask yourself:

Can I find the information on the internet?

Is this piece of paper going to make me more money?

Is it in any way going to enrich my or my family life?



Tired of clutter all over your home or office? Is your To Do list a mile long? Do you struggle with procrastination? Would you like to better prioritize?

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Best regards,
RANKA

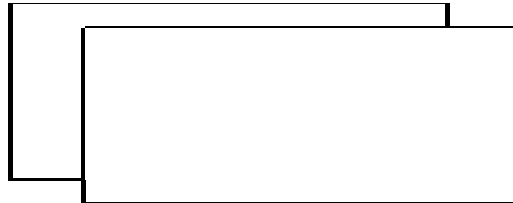
RELATED NEWS & EVENTS

Kick the Clutter Public Workshop!

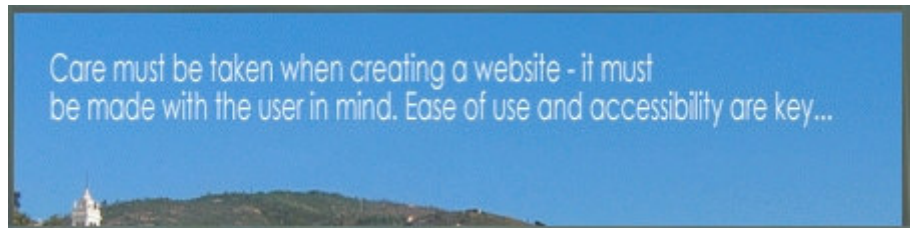
- Chapters → Strawberry Hill location (at Scott Road)
 - Date: **Saturday, June 24, 2006**
 - Time: **2:00 – 3:00 PM**
- Ranka will be presenting Solutions for Clutter Problems.

Very Informative, Lively, & Proactive – Come and See!

**At Chapters - Strawberry Hill location
Ste 100 - 12101 72nd Avenue
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