

5 STEPS

TO WHIP THE PAPERS AROUND YOUR HOUSE INTO SHAPE

1 SET UP YOUR COMMAND CENTER

It's time to find that one space you tend to leave your paper clutter and place your container there -- work with your space, not against it.

Wendy's Tip:

Where does your paper pile gravitate to the most in your home? Living room? Bedroom? Dining room? For me, my command center is on my kitchen island. It's the 1st flat surface as you enter the front door and everything tends to land on it.

2 GATHER THE PAPERS AROUND YOUR HOUSE

Gather the papers and toss it in a container of your choice in your Command Center area. It can be a basket, box, bin, bag, etc. Let's use what you already have in your home.

Empty the mailbox, look in your purse, the side door of your car, on your nightstand, etc. Ready, set, go!

Wendy's Tip:

Doing this will allow you to have all your papers in one place while you declutter. It also helps you focus your attention in one area.



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3 SORT, SORT, SORT

Make 3 Piles: for recycling, for shredding, and your actionable papers (to-do).

Wendy's Tip:

To take it a step further you can have your recycle bin handy. Get the kids involved and make it fun if you want. Don't be ashamed if you prefer to be alone so you can focus. After this step, you should start to feel so much lighter mentally.

4 SHRED OR NOT TO SHRED? THAT IS THE QUESTION

Take your time and create 2 piles:

1. One pile is for shred or go ahead and shred it if you have a home shredder.
2. The other pile is for questionable papers that you're unsure if you want to shred or not. This will be the smaller pile. Go ahead and keep those for now.

Wendy's Tip:

If you don't have a shredder you can take your shredding to a store like Office Depot or Staples and they can shred for you for about \$1/pound. Contact them for their rates.



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5 TACKLE YOUR ACTIONABLE PAPERS

The papers you have left are your actionable papers that need your attention. These can be bills, gift certificates, or checks.

Wendy's Tip:

Take note of the upcoming bills and mark on your calendar. Check validity of your gift certificates and checks. File or shred documents once the item is tackled.



Congratulations on taking those first few steps towards becoming more organized! I'm so proud of you!

My name is Wendy! My mission is to work alongside overwhelmed families that are struggling to get their homes and papers decluttered. Collect Memories and Experiences, NOT Things!

**NEED HELP DECLUTTERING?
CONTACT ME:**

<http://www.wendyzanders.com>
wendy@wendyzanders.com
623-466-3601
Buckeye, AZ 85396