# NATIONAL GET ORGANIZED MONTH

In our fast-paced lives, getting and staying organized can be a challenge. But while organizing your home or workspace takes effort upfront, it can save you time and aggravation when you know exactly where to find important documents such as insurance policies, tax returns, and other records when you need them.

The first step is decluttering and setting up a system that works for you. You might want to prepare for sorting and decluttering by getting file folders, a file cabinet, and storage bins ready.

Here are some tips to get started:

- **Take fifteen minutes to tackle a cluttered spot:** Do you tend to let paperwork pile up on your desk or countertop? Discard the things you don't need and file the rest. Spend a few minutes each day keeping that area clean.

- **Develop the habit to put things away when you're done using them.**

- **Organize your mail.** Throw away junk mail daily so it doesn't accumulate. Unsubscribe from catalogs and magazines you never read. The same goes for electronic mail. Unsubscribe from newsletters, blogs, and other online publications you haven't looked at in months.

- **Delegate cleaning and organizing chores at home.** It will be easier to keep things tidy if everyone in your family pitches in. Even young children can learn to pick up their toys. Use a family calendar to keep track of everyone's weekly chores and scheduled appointments.

- **Buy only what you need. Having too much "stuff" can get overwhelming.** Unsubscribe from electronic and print catalogs to remove the temptation of buying on impulse. With grocery shopping, plan your weekly meals and stick to a list of the items you need.

Organizing is an ongoing process, but once you have a system in place, you'll start to see results and spend less time looking for things.