

SUE'S NEWS

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Solutions for Homes & Offices



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What's in YOUR Wallet? (or file boxes)

I love that commercial! It conjures up visions of old receipts, movie stubs, expired coupons and scribbled notes. (Welcome to my husband's wallet).

Then, it brings to mind visions of file boxes stuffed with papers we don't need, and we don't even know that we don't need them!

For Instance:

- * Do you still have the purchase receipt for the 1992 Honda that sold four years ago?
- * Do your credit card statements date back to the 1980's?
- * Do you have twenty years' worth of pay stubs?

If you answered "yes" to ANY of these, keep reading. Spring cleaning isn't just for closets anymore!

Here are some guidelines of what to keep and for how long. (This is *not* a comprehensive list; always consult your accountant and/or attorney before discarding any financial or legal paperwork.)

Personal Records

Keep **Forever:**

- * income tax returns, payment checks
- * investment trade confirmations
- * legal records

- * retirement and pension records
- * CPA audit reports

Keep **Six Years:**

- * tax related sales receipts
- * tax related utility records
- * tax related medical bills
- * accident claims and reports

Keep **Three Years:**

- * tax related credit card statements
- * medical bills (in case of disputes)

Other Circumstances:

- * car records (until car is sold)
- * insurance policies (for life of policy)
- * mortgages / deeds / leases (6 years beyond the agreement)
- * pay stubs (until reconciled with your W-2, then discard)
- * property records / improvement receipts (until property sold)
- * sales receipts (for life of the warranty)
- * stock and bond records (keep for 6 years beyond selling)
- * warranties & instructions (for the life of the product)

Business Records

Keep **Forever:**

- * income tax returns and payment checks
- * legal records

- * corporate documents (by-laws, incorporation, charter, etc.)

- * stock records

Keep **Six Years:**

- * bank reconciliation and cancelled checks
- * canceled payroll and dividend checks
- * personnel and payroll records
- * purchase records
- * sales records
- * travel / entertainment records
- * documents for tax returns
- * tax-related sales receipts
- * tax-related utility records

Keep **Three Years:**

- * monthly financial statements
- * credit card statements
- * employment applications (unless your profession requires longer)

I hope this information is both useful and liberating. My hope is that you begin to unburden yourself from unwanted items taking up space in your home and life.

Questions? Comments? I'd love to hear from you, and I will actually respond.

Now, about those closets....

Did You Know....?

(Based on a survey of 1,000 respondents)

- 78% of clutterers are female
- 64% feel that their cluttering affects their ability to have relationships
- 34% feel that their cluttering has affected them professionally
- 96% Do Not have a diagnosis of AD/HD



What is Disorganization Costing You?

If Disorganization were a bank, I'm convinced it would be the most money making bank in the world. Its name would be the First United Bank of Disorganization. Here's how it works.

Meet Darla (a fictitious character). She has a home, a job, and a car just like most of us. She is also highly disorganized.

Last week, Darla bought a \$58 sweater from a catalog, which didn't fit right. She was going to return it, except she hasn't found the packing slip.

While having coffee with a friend, a routine doctor's appointment slipped her mind. Two days later she received a 'Missed Appointment' bill for \$75.

She tosses mail on the coffee table to look at later, where it disappears beneath catalogs and newspapers scattered on the table and living room floor.

She never noticed the credit card bill under the

sofa. It's been there two weeks and the payment was due yesterday. The late charge is \$35, and her 2.9% interest rate has now become 26%.

At work, Darla feels anxious and stressed. She seldom finds her client records when she needs them, and she is late with most of her deadlines. She longs for things to change.

She hasn't seen her prescription glasses in a month. They were on her desk last time she saw them. Her new glasses cost her \$180. This is Darla's life.

Now, If Darla has paid \$348 to the Bank of Disorganization this month, what if one hundred thousand other people did the exact same thing? It would generate a whopping \$34,800,000!

Disorganization costs. Like Darla, it costs us in tangible dollar amounts and credit scores. It

can also cost us in our careers, relationships with others, and mental health. It doesn't have to.

Decide today to make a change. Just one. Here are some simple changes which might inspire you to make some more.

- *Use **one** calendar for all your activities, even if you have to take it down off the wall.
- *Find **one** place for your bills, and put them there.
- *Find **one** place for your keys, and keep them there.
- *Parents of small children: divide toys into 7 bins, 1 for each day. One bin is for Quiet Play Day.
- *Several projects or clients going at once? Don't mix them. Even if they're in piles, keep separated by month, year, job, or male, female, etc.

I am Sue Zepeda, and my mission is to bankrupt the First United Bank of Disorganization.

Comments? Call Sue Zepeda Today at 520-591-9331 or email weorganizeit@cox.net.