

In a Tangle with Paperwork?

TEN TOP TIPS FOR INSTANT RESULTS



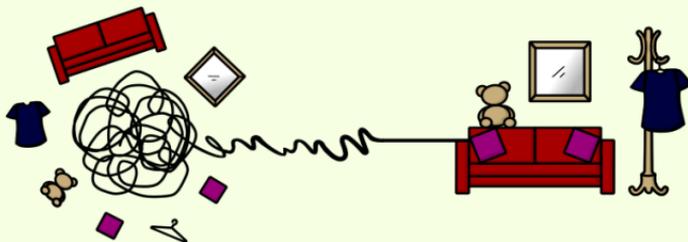
Untangled by tingle
clutter to calm

Call 07788106292 or visit
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THE QUICK START

Welcome to my free top tips! Are you at the point where your paperwork is out of control? Letters and bills in different cupboards, stuffed into drawers, in random piles dotted around your home? Would you like to be able to put them into order but don't know where to start?

Then these top tips are for you!



A few years ago I was in a mess, I had so much paperwork and it was all over my home. Just doing a simple task (for example finding a recent bill) would take me hours and lots of frustration (not to mention papercuts and exclamations of "oooh that's where it was!"). That all changed when I discovered a method of decluttering and tidying that totally transformed my life. I decluttered every aspect of my home and life, and now I now help others transform their houses and regain control. Here's my Top Tips for you to declutter paperwork.

READY?

So are you ready for your Tips for a start to paper decluttering?

Get ready to get Untangled by Tingle!



MINIMISE

1

First of all minimise paperwork coming into your home. Register for online billing for all your bills and statements. Consider a separate email address just for bills and online accounts so that it doesn't get bogged down with other emails and spam.

Register with Royal Mail to stop unwanted junk mail here

2

3

Manuals – do you actually refer to them or can the information you need be found online? Most manuals can be binned. Most of the time we rarely refer to the manual anyway – most technology is designed to be intuitive! If something went wrong would you ask the internet or an expert? If so, ditch them today!


4

Do you need to keep your bills at all, or can you use bank statement information to show a bill was paid? Consider having a notebook with details of current utility suppliers and your account/customer reference number details (not bank account information though!) or input them into your address book or contacts in your phone.



With statements and bills, try using a one in, one out system. Keep the latest version of a bill and when the new one comes dispose of the previous one.

5
6

Only keep paper that's relevant to who you are as a person NOW. Ask yourself do you really need to keep notes from School/College/University or training courses that you did decades ago? It may be that times have changed and those methods are now irrelevant, both in content but also to your life now.



Give yourself time to sort this. It may take some hours so give yourself uninterrupted time and space to get on top of it - you'll feel so much better when it's done. Try not to pile it on your bed though - at some point before getting it done you might want to go to sleep!



ORGANISE

7 Get all your paperwork together and keep it together - it makes it easier to see what you need to keep. Don't have different papers in different drawers or cupboards - keep them all in one place.

Make sure everything you need is easily accessible. Make a space so you can store it where you can see it or at least get to it straight away - if it's not you won't put new paperwork away and will end up with piles of paperwork in different places again.

9 Keep your filing system SIMPLE. If it's not simple you won't keep it up. Plastic envelopes and magazine files are a handy combination that work well to keep papers in order, and are cheap to source.

Deal with paperwork straight away - don't have an in tray! Either file, action or bin it. Keep your recycle bin easily accessible too!

10



IMPORTANT

Please note:

Everyone's circumstances are different. If you have complicated circumstances, for example if you're self-employed, may need to confirm residency in the future, or receive benefits you may be asked for evidence to prove your status/circumstances. Before discarding any paperwork please check with the relevant Government agency or seek legal advice as to what you must keep. HMRC no longer need paper based evidence, but still ensure that before shredding/throwing away correspondence you confirm that the information can be accessed another way should you need it (ie it is available online or by contacting the company direct).

NEED MORE HELP?

Obviously this Top Tips guide was just a starting point, so if you need further support hop over to my facebook page, website or book a 1:1 session. If you're not local to South Yorkshire you can complete one of my online courses or have 1:1 online consultations. Don't hesitate to contact me to find out more.

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