



# 12 Week Decluttering & Organizing Challenge

## Week 2: Books and Papers

### Week 2, Part 2: PAPERS

Is this paper a sentimental item?

**Yes:** put it aside and save it for the last challenge

**No:** address it during this challenge this week

Begin with the assumption that you do not need any papers in your home and you will be discarding all of your papers. There are only three categories of papers that you will keep.

#### Pending

Anything that requires action should go into one single pending box.

Keeping it all together forces you to see all your pending items each time you reach for one of them.

This makes it more likely they will be addressed.

You also never have to search for invitations, bills, letters you mean to send, forms that need to be turned in, etc. All pending items in one location.

#### Keep for a limited period of time

Items that you need to keep for a limited time include contractual agreements with an end date, warranties, taxes documents for the current year, or anything that you will not need after a defined period of time.

#### Keep indefinitely

Papers that fall into this category are things that you are required to have to prove your identity, or to prove ownership of your home, car, etc. Some medical paperwork also falls into this category.

#### What about...

- **Manuals:** NO! Manuals can all be found online. Unless you have something very rare, please discard the manual.
- **Financial statements:** NO! Your financial institution has a record of everything that you can access online. Switch to electronic communication and shred all your credit card and banking statements.
- **Greeting cards:** the purpose of a greeting card is to convey a message. Once you have received the message the card's purpose is complete. Cards with higher sentimental value should be saved for later with other sentimental items.