



Hello, Friends!

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December 2020 - End 2020 in an Organized Way!

Since December is a such a busy month, I wanted to keep this newsletter short and sweet.

One of my colleagues recently shared this helpful document with our National Association of Professional Organizers (NAPO) chapter members. It outlines what important papers to keep for your personal and family matters.

So, while December and January are often busy months for many people, they also are great months to work on organizing your paperwork. Consider this my holiday gift to you, and I hope it will help guide you on what documents should be safely kept, and which ones may be shredded and disposed of by you.

Happy holidays to you and let's all hope 2021 is more "organized" than this crazy 2020-covid year has been!

Cheers!

Your local professional organizer,  
Betty Huotari

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