



## March 2017 – Organizing Your Filing Cabinet

Your paper pile is ready to fall over so it's time to address your filing nightmare.

First invest in a good filing cabinet. Sure you can buy a filing cabinet for \$30 but this piece of furniture is going to follow you through life, so why not invest in it in the first place and be happy! The first item to consider when buying a new filing cabinet is to make sure it allows for maximum drawer extension. There is nothing more frustrating than trying to scoot your files to the front of the drawer so you can see them because your drawer only extends half-way.

Another nice feature for your cabinet to have drawers with high sides. I don't know about you, but I have worked with a lot of different filing cabinet and nothing irks me more than having the filing rails fall apart or the hanging files not staying on the rails because the rails keep moving.

In considering how many drawers, you may want to consider how much paperwork you really need to keep. When in doubt contact a local tax preparer, but I think most times a safe amount of tax years to keep would be 7 years. This should be the lower drawers of your cabinet because you probably won't need quick access to them. The upper drawers should be for paperwork that you access more frequently. Most families probably would be ok with a 2-4 drawer filing cabinet.

You can organize your paperwork alphabetically or by category and then alphabetical within it. For example, you may put your bills together, but then break them down and organize alphabetical - AT&T, then Charter, then Consumers etc...

If you are going through your filing cabinet and filing pile, it makes good sense to have a recycling container and a box that you can put the items that you want shredded into so it doesn't slow down your progress. I would also encourage you to have extra tabs,, manila and hanging folders so that it makes it much easier for you the next time when you are searching for a particular paper. Also don't forget your sharpie marker to help you label the tabs and manila folders.

Lastly, keep in mind where you put your filing cabinet. If you store your filing cabinet in the corner of your basement where the lighting is poor and the spiders tend to live, you probably won't be attacking your filing pile any time soon. Put your filing cabinet somewhere accessible or at minimum with good lighting.

You can always listen to your favorite music while filing or set a timer and tell yourself that you will only spend 30 minutes filing and then move onto a next project. Sometimes a lot can get done in 30 minutes.

Here are 2 helpful articles as well to share with you:

<http://www.theorderexpert.com/how-to-organize-a-filing-cabinet/>  
<http://www.iheartorganizing.com/2014/09/filing-cabinet-organization.html>

### **Upcoming Events**

**Date: Thursday, April 27 @ 6:30pm**

Topic: Turn Your Treasures into Cash

Location: Flint Township

McCarty, 2071 S Graham Road, Flint, MI 48532, (810) 732-9150

Are you constantly misplacing items? Has paper taken over your home? Join professional organizer, Betty Huotari of Logical Placement LLC who has been prominently featured in Woman's Day, appeared on A&E's Hoarders, and has been quoted in many local and regional publications in Michigan. Betty will tell you how to get and stay organized. Come learn the best ways to conquer your paper piles, and organize your kitchen and bedrooms.

Your local professional organizer,

Betty Huotari

P.S. If you would like to share this email with a friend, please pass it along and if they would like to be added to my list, have them send me an email. If you would like to unsubscribe to the monthly news-letter, please send an email to [betty@logicalplacement.com](mailto:betty@logicalplacement.com).

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