

Tips For An Organized New Year

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Getting organized usually ranks as one of the top ten New Years Resolutions for most Americans. Yet after a few days, we tend to slip back into our old patterns and habits. This year can be different by setting up a few easy systems now for easier maintaining all year long.

Tip #1: Set Up Your Yearly Calendar

Using last years calendar, transfer the following onto your new calendar:

- Birthdays
- Anniversaries
- Automatic payment schedules
- Ongoing appointments

Tip #2: Start Planning Your Yearly Vacation

You may think it's too early to start planning your vacation now, but the sooner you begin the more money you can save later. Here are a few items to focus on:

- Coordinate all family members' schedules and choose the best dates for your vacation.
- Collaborate with family members for ideas of where to go and what to do.
- Determine your budget. Figure out how many weeks until your vacation and start setting aside money each week to equal the amount you need.
- Make preliminary reservations.

Tip #3: Set Up Files for the New Year

Using a yearly file system for keeping tax related documents and bills together can be an enormous time saver throughout the year. It also helps with preparing your tax returns.

Following are some things to consider:

- Use a hanging file folder or an accordion file.
- Set up your files by month or by category.
- If you're already using a yearly file, clean out last years documents and store them in a manila envelope labeled by contents and year.

Tip #4: Get FREE Professional Organizing Help

January is the National Get Organized Month sponsored by the National Association of Professional Organizers (NAPO). Every January, professional organizers across the nation host free events such as workshops, community education, and volunteer projects to increase public awareness of the benefits of getting organized. For a list of free Utah organizing events, check out our website at www.simplyinorder.com

Tip #5: Print off Monthly Organizing Checklists:

Each month there will be a new checklist for you to print and post in a visible location. These checklists will include the most common tasks to be accomplished each month to help keep you on track all year long. This months checklist can be found at www.simplyinorder.com

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