

2016 *Declutter Challenge*

Checklist For *February*

Home Office

Digital Documents and Papers.

Get a jump-start on tax time by getting your files (paper and digital) in order.

- Sort through random stacks of paper; file, shred or recycle everything
- Streamline your files, shredding any documents you no longer need
- Use one calendar to keep track of all events
- Switch to paperless bills and statements if possible
- Clean out computer files and back up everything, using cloud-based storage and an external drive

Habit to cultivate: Sort your mail at the door, tossing junk immediately into a recycling bin.



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Source: Houzz