

Destress Your life and Declutter Fast: Take Care of Paper Clutter

Paper clutter is always something that gets in the way when you are trying to declutter fast. We come across so many different kinds of papers, bills, letters, statements and all sorts of documents that really can clutter up a desk quickly. If you want to keep your home organized and learn how to declutter your house, you need to have an effective paper filing method in place. I'm going to give you a simple filing technique that will have your paper clutter in check in no time.

To organize paper clutter you must always know where all the documents belong. You don't want to have spend a great deal of energy trying to figure out where to put something. There are two different ways you can organize paper clutter quickly and easily, and most importantly - stress free. The first way is when you encounter them in daily life, and second, when you set aside small chunks of time to organize your papers.

The first thing you need to do to organize your paper clutter is have your files set up. Using colored files makes finding the right file quick. Right now there is no need to use labels, it's perfectly fine to write directly on the folder with a pen or marker. There are basic categories that most everyone has for filing. For your own situation, you will come up with other categories as needed.

To begin, write on each folder its category. Following are some common categories most everyone has. Documents that are important, like marriage and divorce licenses, passports, etc, tax and finance records, mortgage and bank account records, family members, instructions, even a folder for your pet. That should be enough to get you going.

It is always a good idea to record the date on the folder. Labeling your folders guarantees you'll always know when you last updated the file. Ok, so now that you have all your files labeled in stored in a filing cabinet or drawer, the only thing left to do is fill them with paper clutter. You can file your papers as you come across them day by day, or do some filing in little bits. You'll be amazed at how much filing you can get done in little 15 or 20 minute chunks. And if the filing isn't too annoying for you, increase the time. After a week or two of filing as you see papers and filing in little bursts, you'll have all your paper clutter taken care of. When trying to declutter your house, this method is really helpful.

About the Author

This method, and other easy decluttering and destressing techniques, like the painless 4-pass declutter method, are found in [Declutter Fast](#) by Mimi Tanner. Read the [Declutter Fast Review](#) to get the scoop on Declutter Fast and how it will destress your life!!

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