organize your paper clutter

handout 1

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flowing in	flowing in	flowing in	flowing in	created
via your mailbox	via backpacks	via purse or tote bag	via shopping bags	inside your hom
\star catalogs	💥 sign-up sheets	🜟 receipts	🛪 magazines	\star grocery lists
🜟 magazines	🜟 permission slips	\star business cards	\star warranties	\star errand lists
junk mail	\star artwork	\star birthday cards	🜟 user manuals	\star to-do lists
× bills	* completed work	🛪 appointments	🜟 business cards	\star chore lists
<ul> <li>coupons</li> <li>store circulars</li> </ul>	🜟 homework	cards	\star store coupons	\star email print outs
<ul> <li>invitations</li> </ul>	\star study guides	🜟 carryout menus	* pharmaceutical	\star web print outs
<ul> <li>event flyers</li> </ul>	\star class info /	🗙 store coupons	flyers + info	\star e-zine printouts
* newspapers	newsletters	✗ work papers	* *	\chi phone message
credit card	✗ invitations	× volunteer papers	*	\star magazine
applications	✗ phone directories	\star church / synagogue	*	clippings
<ul> <li>social security</li> <li>statements</li> </ul>	\chi order forms / fund	directories, offering	*	\star art projects
investment	raising forms	envelopes + bulletins	*	\star emergency info
statements +	Iunch menus	*		phone numbers
prospectuses	*	*		✗ baby sitter
insurance cards + policies	*	*		instructions
letters + cards	* *	*		pet care / pet sitting instruction
sports + recreation	*	*		<ul> <li>project lists +</li> </ul>
schedules	*			paperwork
*				\star recipes
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