

HOUSE OF ORDER

Tools and systems for creating an organized home
and a more efficient family life

Organize yourselves; prepare every needful thing; and establish a house, even a house of prayer, a house of fasting, a house of faith, a house of learning, a house of glory, **a house of order**, a house of God.

D&C 88:119

CLUTTER IS THE RESULT
OF DELAYED DECISIONS



PAPER CLUTTER



STOP IT AT THE DOOR

- Unsubscribe from unwanted catalogs or magazines.
- Register with **DMAchoice.org** (Data & Marketing Association) to reduce mail advertisements and **OptOutPreScreen.com** to stop solicitations from major credit card companies.
- If you can find it online, bookmark the website and decline the printed version: manuals, calendars, rosters, newsletters, etc.
- Use **Unroll.me** to manage email subscriptions and cut down on unwanted junk email.



REMEMBER THE THREE D'S

DISCARD

- Sort your mail and child's school take-home folder next to the recycling bin and immediately discard of all junk.
- Delete all junk email immediately. Or better yet, unsubscribe from it!

DISTRIBUTE

- Place remaining pieces of paper in their proper homes.
- Coupons should be clipped and put in your wallet.
- Bills and important papers should be placed in a holding area to be paid or dealt with. *This holding area should not be your kitchen counter.*
- Magazines and (wanted) catalogs should be placed in a reading area until their replacement arrives the next month.

DEAL

- Bills should be paid or scheduled.
- Important financial or insurance statements should be filed.
- Personal correspondence should be acknowledged.
- Invitations should be RSVP'd and upcoming events added to calendar.
- Respond to email in a timely manner, adding items to your calendar or to-do list, and taking action as needed. *Don't forget to DELETE!*



WAIT UNTIL THE KIDS ARE IN BED FOR THIS ONE

SAVE

- Original writing or poetry
- “About Me” projects that self-describe them at their current age
- Artwork that makes you smile or say “wow”
- Report cards with positive or insightful comments
- Essays where they sound smarter than you
- Anything with their handprint



One box per kid.

One file per school year.

Don’t extend beyond the box.



Large pieces can be saved in an artist portfolio case. Be sure you label each piece with child’s name and age.

DON'T SAVE

- Anything where the teacher cuts out all the pieces and every kid's creation looks the same
- Coloring pages, worksheets, or anything made out of sugar cubes



YOU NEED TO KEEP IT, BUT HOW LONG?

KEEP IT FOREVER

Adoption Records, Birth Certificates, Social Security Cards, Pension Plan Documents, ID Cards and Passports, Marriage License, Business License, Wills, Power Of Attorney, House Deed, Mortgage Documents

KEEP AS LONG AS YOU HAVE IT

Insurance Policies, Receipts For Important Purchases (Jewelry, Antiques, Fine Art), Receipts for Property Renovations or Investments, Vehicle Titles and Loan Documents, Warranty Papers

KEEP FOR 7 YEARS

Child Care Records, Flexible Spending Account Documentation, 401(k) and Other Retirement Plan Statements, IRA Contribution Statements, Purchase Records for Investments, Records of Charitable Giving, Tax Returns

KEEP NO LONGER THAN A YEAR

Bank and Brokerage Statements, Cell Phone and Utility Bills, Credit Card Bills, Pay Stubs, Social Security Statements



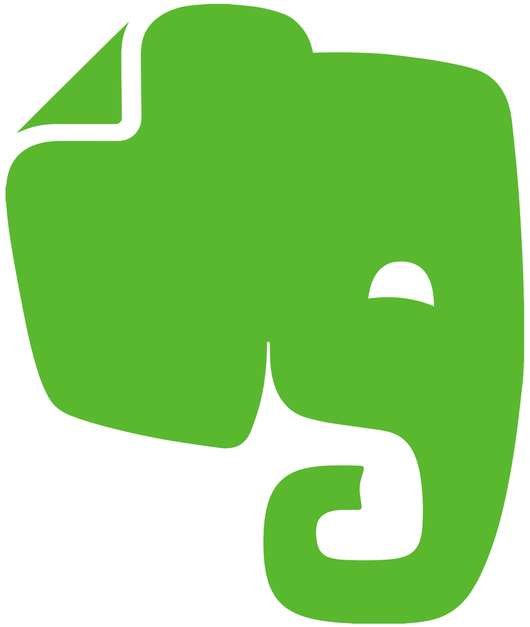
THERE'S AN APP FOR THAT!

PINTEREST



Use Pinterest as a tool for bookmarking ideas, recipes, inspiration, and more. Keep your pins organized by creating boards for different topics. Use secret boards to keep it to yourself or make your boards public and share with others.

EVERNOTE



No need to save notes on scraps of paper, only to lose them in the shuffle. Use Evernote to clip web pages and images, save your notes, and easily find them later. You can even search text in images!

WUNDERLIST



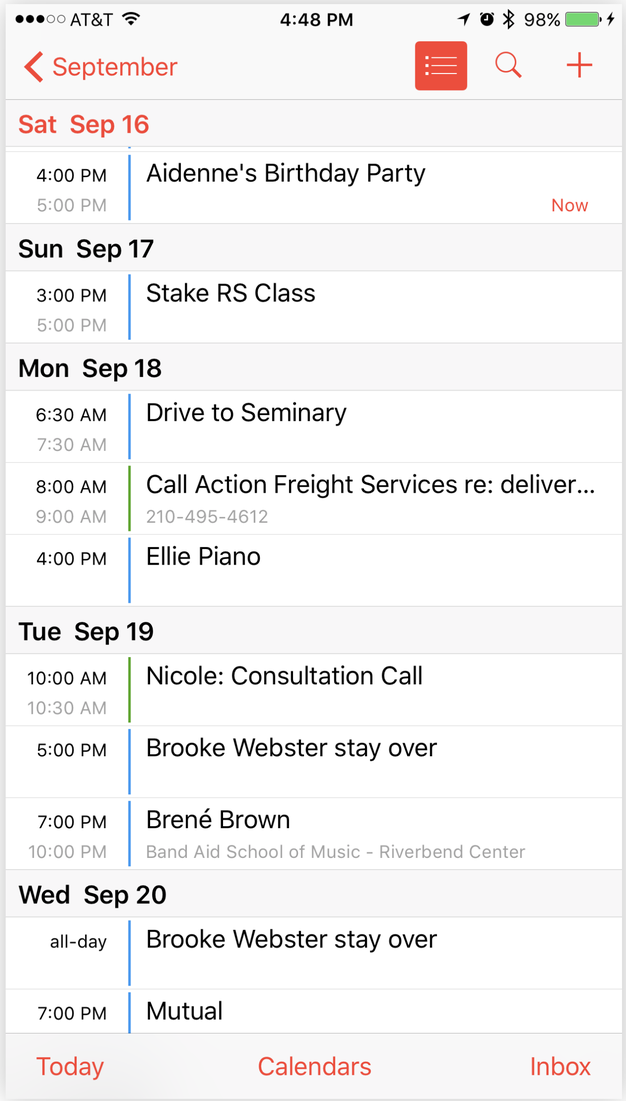
Create to-do lists and shopping lists to keep yourself organized and on track. Invite family members to join a list and you'll all be on the same page. You'll never have to call home and ask what everyone needs from the store.

SHARED CALENDARS



My number one tip for keeping your family in sync! Shared calendars like Google Calendar and Apple Calendar are a lifesaver for busy families. If it's not on the calendar, it's not happening!

Phone (and watch) alert me when it's 30 mins before a calendar item.



Add an address to an event and you can easily click on it to get directions

Set up repeating events (lessons, carpool, classes, etc) so to automatically be added to the calendar according to the schedule you set (weekly, monthly, etc)

Work calendar items show up in green and family calendar items show up in blue. Create as many different calendars as you want and view them together.

When my husband or kids add an event to the calendar, it shows up here in my inbox. Once I click "Approve" it's added to my calendar.

ORGANIZATION IS PROCESSES & SYSTEMS THAT MAKE DECISION MAKING EASY

FIND SLIDES HERE

emilywhitedesigns.com/organize