

# Day 14: Mail Station

This is the last day we'll be dealing with paperwork!

But paper is a part of our everyday lives -- and today's topic, mail, is one of the biggest contributors to our paper clutter.

Today we'll create a mail station that will effectively deal with daily mail and incoming paperwork as well some ideas on streamlining bill pay.



## Checklist

*Objective: To organize daily mail and paperwork effectively.*

- Designate a mail and paperwork inbox.
- Place a recycling bin near the mail station.
- Create a small bin, tray or receptacle to contain items necessary to process mail (letter opener, stamps, etc.).
- Create a bill file in your Action Files.
- Determine an inbox processing schedule - daily is preferable, but at least weekly.
- Determine a bill paying schedule.
- Collect and sort all mail into 3 piles: action, bills, recycle.
- Take action on bills and paperwork

Congratulations! You've now organized your entire home office. A place for everything, a system that will work, and the peace of knowing where things go!

## Tomorrow:

Creating a Master Bedroom Haven