



BACKGROUND ON BUSINESS

Get Out From Under Those Piles Of Paper

(NAPSA)—“Piles are just clutter in disguise.” That’s the credo of one of the most highly regarded home- and small-office consultants, Jeff Zbar, and what he means by that is easy for all of us to relate to: While “piling”—stacking mounds of papers, even neatly, on top of other mounds of papers—may seem like the fastest way to go, in the end it actually makes things harder to find and organizing more difficult.

“Piling is no way to run a home or business,” says Zbar of ChiefHomeOfficer.com.

If clutter is messing up your life, you’re not alone. A recent survey found more than 84 percent of Americans are pilers rather than filers. Fortunately, developing what Zbar calls “a system that fits your work and lifestyle” isn’t that hard.

Here’s how to deal with clutter:

- Chances are bills make up most of your mail. To keep bills manageable, immediately discard the outer envelope and store the bill and mailing envelope in a small file. Keep all bill-paying items in one spot—invoices, checkbook, stamps, mailing envelopes, even a calculator. When you sit down to pay, you won’t waste time gathering materials and searching for paperwork. A check-size expandable file with 12 pockets is a good way to group bills by month and provides a convenient place to store receipts and stubs.

- For coupons, there’s a magnetic wirebound pad that comes with an outer pouch for coupons and hangs neatly on the refrigerator. Super Smart Shopper, by Mead, “is the perfect way to keep coupons right where you need them—with the shopping list,” suggests Zbar.

- File tax-related documents



A few key, inexpensive organizational tools can help any “piler” become a “filer.”

year round. Then you can file earlier, with less stress and possibly reap an early refund. A versatile filer that can sit upright on the desktop, yet be closed up and taken to the accountant, is the new Mead Convert-A-File™. Available in 13 or 21 pockets with customizable tabs, it provides plenty of space to store bank statements, medical expenses, receipts for travel and charitable donations.

- “Placing several small, inexpensive notebooks in the home, automobile, purse and briefcase makes note-taking a breeze,” says Zbar, adding that designs can vary to suit personal tastes—making note-taking fun and functional.

- When documents go between home and office, they run the risk of getting lost or crumpled. Consider a Hang & Go file from Mead Expandables®, advises Zbar. “The expandable poly storage carrier comes with three letter-sized poly hanging folders that can go directly from the file cabinet to the briefcase.”

All of these products are available from Mead Home and Office and Cambridge®. For more information, go to www.mead.com.