

# SIMPLY ORGANIZED

Decluttering and  
Space Organizing



*September 2009*

*"National Love Your Files" Week  
September 21-25*

- Do you love your files or do they stress you out?
- Are they an accurate representation of your life in 2009?
- Can you find what you need, when you need it?
- Do you have old utility bills and outdated insurance policies clogging up your files?
- Can you locate your car title in under 5 minutes?
- Can you put your finger on yours and/or your childrens' birth certificates?
- Is your kitchen table or dining room table your filing cabinet?

Are you thinking right now..." has Ellen been to my house before?" Are you feeling like you could use a tune-up for the never ending stream of papers that enter your house? Well, you are not alone, as paper management and filing systems are the #1 distress call that I receive. Good news though, I love tackling paperwork and creating filing systems. Just call **Ellen** today at **845.453.4481** and book a **"Love My Files"** appointment. Simply schedule time during the month of September and you will receive **10% off** of your next work session.

You have my permission and thanks for passing this newsletter on to any and all who might benefit from its' content.

**Best, Ellen**

**Ellen Kutner, Certified Professional Organizer**  
**Simply Organized**  
**845.453.4481**  
[www.simplyorg.com](http://www.simplyorg.com)

Did you know...

80% of what we save is never referenced again.

If we reduced paper use of all kinds by half, we'd clear space currently occupied by more than one thousand landfills.

Americans throw away enough office paper each year to build a 12 ft high wall of paper from NY to Seattle.