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ON TARGET TIPS

The “In’s and Out’s” of Files and Ticklers

⇒ **This is the Place**

The tickler is a “one place to put it.” It’s an organizing tool to assist in “tickling” the memory. It’s exciting because it’s like extended storage for your brain. These are different kinds of tickler systems.

⇒ **Creative Tickler**

Binder, page covers, regular to do lists by category and traditional tickler format. Velcro, dry erase and stickers create the system.

⇒ **Tickler File**

Accordion file or hanging files with traditional tickler format.

⇒ **Revolving 3X5 Tickler**

Regularly scheduled tasks on 3X5 cards which systematically rotate from month to month.

⇒ **Digital Tickler**

PDA devices with calendar, reminders and schedule capabilities.

⇒ **Online Tickler**

Outlook Calendar is an example of an online tickler system.

⇒ **Planner Tickler**

Your paper based planner can be used as a tickler system. Writing in scheduled events and even taping papers, such as library return receipts on the day before the due date works as a tickler.

⇒ **Permanent File**

Policies, certificates, wills and ownership documents are examples of the permanent (fireproof) file category.

⇒ **Revolving File**

A 24 month revolving file for documents to be kept 2 years. Utilities and monthly statements are ideal.

⇒ **Digital File**

Scanned, internet or email documentation stored on a hard drive. Digitals get the same categories as paper files. Note the digital file if a paper copy is available – and note the paper file if there is a digital copy.

⇒ **Action File**

To Do, To Call, To Read, To Shred and To Fax are examples of action files

⇒ **Mutter File**

When handling paper or digital documentation, it is anything you Mutter. “Cool Christmas Gift Ideas”

⇒ **To File File**

DANGER! Promise to clear out at regular, reasonable intervals – like weekly.

⇒ **Reference File**

Medical, Tax, Automobile, Warrantees, Instructions and Reading Material of Various Topics are perfect examples of reference files.

keep it simple

S O L U T I O N S

www.keepitsimplesolutions.biz
Camille@keepitsimplesolutions.biz
801-706-8079

Simply Organized is a free monthly newsletter; send this newsletter to friends and associates.

[Register here to participate in Free Monthly Organizing Tele classes.](#)

[Looking for a speaker or Group Organizational Training? Contact Camille for a professional group training experience.](#)

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are you?
Take a virtual assesment now!

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Find out how to get organized step by step. Your organizing solution could be a half hour of weekly organizing, planning and scheduling assistance or coaching all done from the convenience of your phone.

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FEATURED ARTICLE

Simple File Savvy and Tickler Systems by Camille VanAarle

Have you ever feared “File it and forget it?” Said, “Hmmm, I know I kept that flyer around here somewhere.” Then tore the house apart looking for it? If so, you’ll be served by learning how tickler systems and simple filing techniques enhance your planning, time management, productivity and efficiency. Change those echo’s of “Don’t Forget” to “I Remember!”

In our last Simply Organized December 2008, we wrote about processing paper, and how to minimize junk mail and solicitations. This newsletter is geared one step further, developing the files and ticklers as places to systematically process your papers and “to do’s”

A wonderful little book by veteran organizer and author Judith Kolberg, *Conquering Chronic Disorganization*, differentiates between “Emotional Organizing” and “Logical Organizing.” It is important to discover, (perhaps through feedback from a friend or family member) which is your organizing style. Here are a few clues about an emotional organizer.

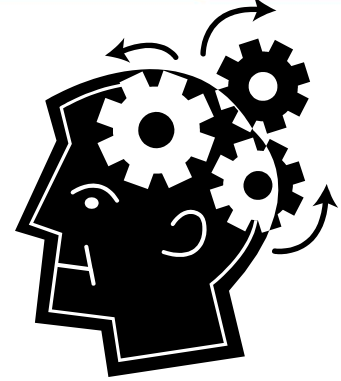
- Want to be able to see everything at the same time, and are quite visual.
- Don’t realize how difficult it is to let go of something if they touch it.
- Have trouble remembering what category or name of file they filed material.

A great cure Judith discovered for emotional filers was vertical, open faced files. These files are found at Staples, Office Max, Target or Wal-Mart.



These opened faced files are perfect for what Judith calls “Mutter Files.” A few working files at a time may be placed on a desk top sorting file. A tickler system can be created in a hanging file system such as the one to the left. You will need two inch hanging file folders labeled January through December in 4 colors (one color for each quarter, 31 regular file folders labeled 1 through 31 and regular file folders labeled A – Z.

In the first month all of the 1 – 31 begin in the current month file. All of the tasks of the month, or physical pieces of paper, like bills to be paid go in the dated



folder. As the early month's dates pass, with the tickled items accomplished, rotate the files to the next month.

If tickler items come up months in advance, simply place them in their month file until the time when the daily file is rotated into it.

I use the A – Z to house regular items that I may or may not use on a particular day. For example; Coupons, Gift Certificates. Regular Dinner Plans and Menu's.

The most important part about making a tickler system work for you is using it every day. It takes about a month to make it a real habit.

I like paper-based ticklers as well as a paper-based planner because they handle real papers. If you are able to scan in every document, label it with a drop date and label it the same as you would for its paper based complement, which does work for some people.

I love the 3X5 tickler system you can learn by reading the book, *Side Tracked Home Executives*, by Pam Brace and Peggy Jones. This tickler creates regular revolving tasks for errands, duties and household maintenance.

In the same sort of hanging file, you may create a 24 month revolving file. Begin with JAN ODD through DEC ODD, and then start again with JAN EVEN through DEC EVEN. These files are for monthly statements which would only need to be kept two years. Find out more about this system by looking up freedomfilers.com.

Action files, Permanent files and Reference files should probably be kept separate from the tickler and revolving files.

Active Files: These are accessed on a regular basis. Keep these files by your side for fast retrieval and access. They may have logical names or emotional names. I like to keep a vertical file on my desk top holding the active files I am working with on almost a daily basis.

Storage Files: These files are rarely accessed, papers filed away for reference purposes. These files can be across the room or in a different room if necessary.

Tax File: Keep a current year tax file right with your active files. When any document comes in that has to do with taxes, slip it in the file. Then you'll be easily prepared when January comes around.

Regular Reference File: I like the medical history, and current medical benefit and policy files to be kept near the action files. This is the place for automobile upkeep, insurance and legal paperwork to be kept.

Fire Safe: Emergency and difficult to replace documents kept in a small, fireproof safe.

Filing can sometimes be overwhelming when you've been behind for months or years. It may be worth your time and peace of mind, if you're in that situation, to hire an organizer or recruit a buddy to assist you in getting caught up. Most important is taking the first step.

Would you like to be able to find your papers or files in 5 seconds? Manage your digital information, paper, and files with [The Paper Tiger](#) and know how to eliminate lost items and files in your home and office for good.

Want a great productivity tool for keeping in touch with others? Find the [KIS Solution](#) to connecting with clients, friends and family. Environmentally friendly too!

Tired of thinking small about your business? Join the [Think Big Revolution](#) with [Book Yourself Solid](#) author [Michael Port](#) and grow your business to the level you are dreaming of.



Join me in face book, and I'll accept you as a friend right away!

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SOLUTIONS
www.keepitsimplesolutions.biz
Camille@keepitsimplesolutions.biz
801-706-8079

FEEDBACK FORUM

On Tuesday, December 16th 2008, our affiliate company, Send Out Cards sent out over 250,000 cards which is double all of the cards sent in the entire year of 2004.

This great company is changing the world one card at a time. Not only are people making extra income, but they are truly working to touch, move and inspire others every day. BTW, all cards and envelopes are on RECYCLED paper!

We are grateful to have found the Send Out Cards organization. We thank all our subscribers who use the SOC system and have shared their collection of stories with us. It's amazing the feelings we express in a card that are difficult to say in person or over the phone.

If you haven't had the chance to experience this simple online tool, please send out a few cards on our system for free. Call Camille at 801-706-8079 and she'll walk you through the system personally the first time.

Keep It Simple Solutions values your opinion. We always appreciate your feedback. Let us know your feelings about our newsletter and content.

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S O L U T I O N S
www.keepitsimplesolutions.biz
Camille@keepitsimplesolutions.biz
801-706-8079

THE NEXT STEP

Davis County "Go Month" Free Organizing Classes, and Adult Continuing Education Organizing Classes at Clearfield High School, Clearfield Utah.

Learn to end paper piles by attending the free Get Organized Month workshops in your area. Attached with this newsletter is information about free January organizing workshops and the Organizing Super Event from 10:00 am to 3:00 pm at the IKEA in Draper, Utah – Saturday January 24th. The workshops will be recorded and posted with February's newsletter. Camille VanAarle and Organizer Linda Isom have teamed up for teaching the workshops on 1/15 and 1/31 – "Your 2009 Paper Survival Kit."

Continuing Education – Clearfield High School, Simple Solutions Organizing

Rm. S-30, Tues January 27th, 3 weeks, 6:30 – 8:00 p.m., \$45 per person or \$80 per couple.

Learn easy tools and techniques to organize your time, home, and clutter.

- Simple systems for getting things done and managing time.
- How to overcome household clutter, paperwork and mail.
- How to designate home zones and boundaries.

Visit the "Members Section" at www.keepitsimplesolutions.biz and use the passwords KISSHomeNews for the home side and KISSProNews for the professional side to listen to past months MP3 classes.

We look forward to your ideas, feedback and blogging with you. February's Newsletter and MP3 class will be "Cleaning and Organizing" in Zones. We can't wait to share all we know with you!

For assistance with organizing and organizing challenges, Contact Camille at Camille@keepitsimplesolutions.biz or go to <http://www.keepitsimplesolutions.biz> and write you are interested in a free consultation in the contact section.