

Let's face it. We will never be a completely "paperless" society as was thought when we first entered into the computer age. If anything, the trail of paper is getting out of hand. However, there are things we can do to reduce the amount of paper coming into our lives.

Here are some suggestions:

- ♦ Get off mailing lists! You can significantly reduce the amount of junk mail you receive by asking to be removed from many or all lists. Go to [https://www.directmail.com/directory/mail\\_preference/](https://www.directmail.com/directory/mail_preference/) for more information.
- ♦ Don't print emails or articles unless absolutely necessary. Try to save electronic copies of information that can easily be accessed when you need it.
- ♦ Pay bills electronically. Most utility and monthly bills can be set up to automatically get paid out of your bank account. Inquire about the site's security measures, complete a one-time application form and you should be set!
- ♦ Receive monthly banking statements on-line. Now, you don't have to worry about the filing because the bank will make your account information available to you whenever you need it.
- ♦ Use the web to obtain investment information. Why try storing all of those annual reports and prospectuses when you can get the same information on-line? Search the company's website for how you can receive email notification when new papers are available, then you can decide if and when you need to access the data.

Most importantly - think before your print!

For help with managing your papers and files, contact a Professional Organizer! Find one near you by visiting [www.napo-wi.com](http://www.napo-wi.com) and click on the "Get Organized" tab.