



Top Tips For Eliminating Paper Clutter

DESPITE OUR BEST EFFORTS TO BE A PAPERLESS SOCIETY, OUR MAILBOXES CONTINUE TO FILL UP DAILY.

Back to school notices, election materials, junk mail, bills, etc. – the list goes on and on. Not to worry, there are ways to stay on top of it to ensure the important stuff doesn't get lost in the pile!

4 tips to Declutter Paperwork:

1. DESIGNATE A SPOT FOR ALL INCOMING MAIL/PAPERS

This strategy will help keep your home tidy from having multiple stacks of papers all over the place.

2. SET UP A SYSTEM

Find spaces in your home for each category of paper, and use a specific drawer, folder, or bin for each one.

The main categories are catalogs, bills/statements, receipts, product manuals, business cards, and coupons, but if you have more categories then be sure to find a home for each one.

3. SET A TIME TO DECLUTTER EACH WEEK

Collect the stack of papers from your inbox and sort them into the categories you've created above - even 10 minutes a week can accomplish this!

4. TOSS THE JUNK

If you have junk mail, expired coupons, and irrelevant scrap paper lying around the house, use this time to toss the junk and re-organize any important notes from your scraps.

For example, add important phone numbers you jotted down into your address book, and add events or dates onto your calendar, etc.

Once you've created a system that works for your family, you can take it to the next level for memorabilia, artwork, and family photographs.

Ask Changing Places how we can help you digitize your memorabilia!

We understand how daunting home organizing projects can be, which is why we've created flexible packages to meet any organizational need.

Click the button below to find the right package for you:

BROWSE PACKAGES

STAFF SPOTLIGHT

Samantha Amoroso

From a young age, Samantha knew she wanted to be an organizer. Right out of high school, she started budget planning and organizing offices for her friends on a part-time basis. Her passion became a full-blown business which she officially started in 2016.

In 2017, Samantha joined the team at



Changing Places. Her extensive background in customer service, hospitality, and office administration made her a dream crew member and a perfect fit for what we do.

Samantha's spirit, humor, and attention to detail shine through in everything she does. Between delivering first-class service to our clients as well as her own organizing business (now called "Hella Organized"), Samantha is a tour de force and we feel incredibly lucky to have her on our team!

Samantha's Favorite organizing item and why: Velcro cord keepers –

they keep the messiness manageable.

Favorite place in her home and why: I prefer to be out in the yard in the sun & fresh air vs. indoors!



PARTNER SPOTLIGHT

Moveauto

Moveauto All American Trucking & Transport, Inc. provides moving services for cars, trucks, exotic cars, motorcycles, heavy equipment, RVs, boats, and trailers. They guarantee transportation delivery dates and never require a deposit. We recently used them to transport a client's vehicle from California to Texas and they were able to set up the entire move within an hour! Check out more of their services [here](#).



PARTNER SPOTLIGHT

North Bay Animal Services

When our crew is on-site clearing out a client's home, one of the top items on top of the donate pile is towels and linens. While you'd think an animal shelter would only be seeking food, toys, and medicine, bedding is one of their top needed items.

North Bay Animal Services in Petaluma is one of our favorite shelters. During a recent estate clear out in San Francisco, we were able to donate 10 bags of blankets and towels to their organization. They work tirelessly to place homeless cats, dogs, and small animals in loving homes. Their ongoing

operations are costly, and they rely on donations to keep their doors open. [Click here](#) for more information about their organization and how to contribute.

For the Realtor

Learn how Changing Places prepares a home for market in days — with grace and white glove service.

[Check out our services here](#)

WHAT OUR CLIENTS SAY

“

Your team is fantastic, and you are a consummate professional. Look forward to working with you again in the future.



Rachel Brasso

Trust Officer, City National Bank
San Francisco, CA

“

Your team was not only efficient and helpful but very nice and understanding. I would recommend them to anyone going through this.



Gail Smelick

Sausalito, CA

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