



## Recommended Reading

These books will help you understand the concepts behind "Professional Organizing" and give you ideas of what I can do for you and what you can do for yourself. If you have read any other organizing books, that you would recommend, please send me an email and I will add it to this list.

### The Organizing Cheerleader - The Busy Person's Guide To Getting and Staying Organized. (DVD).

By Karen L. Kenney

### Organized to be the Best

By Susan Silver

### Organizing from the Inside Out

By Julie Morgenstern

### Time Management from the Inside Out

By Julie Morgenstern

### The 7 Habits of Highly Effective People

By Stephen Covey

### First Things First

By Steven Covey

### Organize Your Home

By Ronni Eisenberg with Kate Kelly

### Organize Your Office

By Ronni Eisenberg with Kate Kelly

## OrganizingWORKS!

Karen L. Kenney

"Your Professional Organizer"

[www.organizingworks.net](http://www.organizingworks.net)

[Karen@organizingworks.net](mailto:Karen@organizingworks.net)

781-275-8915



## **List of Items and How Long to Keep Them**

Sources: "Taming the Paper Tiger", Barbara Hemphrill

"Organizing for Inside Out", Julie Morgenstern

**Auto Records** (titles, registrations, repairs) -for as long as you own the vehicle (s).

**Appointment Books** (past) 1-10 years, according to your comfort level and whether you use them for tax purposes, reference or memorabilia

**ATM Slips** - maximum of 7 years if needed for tax purposes

**Bank Statements** - maximum of 7 years if needed for tax purposes

**Catalogs & magazines** - until the next issue arrives

**Dividend payment records** - until annual statement is supplied by company, then just the annual statements

**Household inventory and appraisal** - as long as current

**Insurance policies** - (auto, homeowners, liability) as long as statute of limitations in the event of late claims

**Insurance policies** - (disability, medical, life, personal property, umbrella) as long as you own

**Investments (purchase records)** - as long as you own

**Investments (sales records)** - maximum of 7 years for tax purposes

**Mortgage or loan discharge** - as long as you own, or 7 years after discharge

**Property bill of purchase** - as long as you own the property

### **Receipts**

**Appliances** - as long as you own item

**Art, antiques, collectibles**- as long as you own

**Clothing** - for the length of the return periods, unless tracking household budget

**Credit card slips** - until statement comes and you can match your purchases

**Furniture** - as long as you own home, in case repairs are needed

**Home Improvement** - as long as you own home, or 7 years after sale

**Household repairs** - for life of warranty or longer to track reliability

**Major purchases** - life of the item

**Medical and tax-related** - maximum of 7 years

**Rent** - your canceled check is sufficient

**Utility Bills** - current bill and one previous year's to check billing patterns

**Warranties and instructions** - life of warranty or items, stick a label with warranty expiration date and service repair number on bottom of appliance. If something breaks down, you've got an easy way to check if the item's still covered without even having to go to your file drawer.

**Resume** - as long as it is current

**Safe Deposit box and key & inventory** - as long as current

**Tax records** - (bank statements, canceled checks, certificates of deposits, contracts, charitable contributions, credit card statements, income tax returns, lease and loan agreements, loan payments books, pension plan records, pay stubs) - current year, plus 7 prior years

**Vital records** - (adoption papers, birth & death certificates, citizenship papers, copyright/patents, marriage certificate, divorce decree, letter of "last instructions" to executor or heirs, medical illness and vaccinations records, passport, power of attorney, social security records and wills) permanently

## Appendix

<http://www.organizingworks.net> - my web site

<http://www.theorganizingcheerleader.com> - my DVD web site

<http://www.napo.net> - The National Association of Professional Organizers

<http://www.napo-newengland.com> - NE Chapter of Professional Organizers

### Organizing Ideas and Catalogs (800 numbers and web sites)

Get Organized	800-803-9400	<a href="http://www.Shopgetorganized.com">www.Shopgetorganized.com</a>
Lillian Vernon	800-545-5426	<a href="http://www.lillianvernon.com">www.lillianvernon.com</a>
Holdeverything	800-421-2264	<a href="http://www.holdeverything.com">www.holdeverything.com</a>
Target		<a href="http://www.target.com">www.target.com</a>
Franklin Covey	800-603-1492	<a href="http://www.franklincovey.com">www.franklincovey.com</a> Stores in Prudential, NOT OPEN SUNDAYS
Staples	800-333-3330	<a href="http://www.staples.com">www.staples.com</a>
Current	800-848-2848	<a href="http://www.currentcatalog.com">www.currentcatalog.com</a>
The Container Store	Natick/Chestnut Hill	<a href="http://www.containerstore.com">www.containerstore.com</a>
Ikea	Stoughton	<a href="http://www.ikea.com">www.ikea.com</a>

### Charities

Big Brother Big Sister Foundation (will pick up)	800-483-5502
Morgan Memorial Goodwill Industries (won't pick up)	617-445-1010
Salvation Army (will pick up)	800-958-7825
Vietman Veterans of America (will pick up)	800-775-8387

Many charities will pickup at your home. Check your local yellow pages as well.

### Books

Do you have to many books? Need to get rid of some books?

Hands Across the Water is a charity that sends books to other countries. Check out this website at [www.surplusbooksforcharity.org](http://www.surplusbooksforcharity.org) or call 781-438-4051. It's loaded with information on types of books, drop off locations and other information.

There is another company called Got Books, they will also pickup your books.

Visit [www.gotbooks.com](http://www.gotbooks.com) or call 978-396-6021

### Closet Vendors in Boston Area

<b>Boston Closet Company</b>	<b>800-854-2419</b>	<b>Free estimates</b>	<b><a href="http://www.bostoncloset.com">www.bostoncloset.com</a></b>
<b>California Closet</b>	<b>800-225-6901</b>	<b>Showroom in Natick</b>	<b><a href="http://www.calclosets.com">www.calclosets.com</a></b>
<b>Closettec</b>	<b>800-477-3277</b>	<b>Free estimates</b>	<b><a href="http://www.closettec.com">www.closettec.com</a></b>
<b>ClosetCraft</b>	<b>800-649-0313</b>	<b>Free estimates</b>	<b><a href="http://www.members.aol.com/closetcraf">www.members.aol.com/closetcraf</a></b>
<b>Closets By Design</b>	<b>800-293-3744</b>	<b>Free estimates</b>	<b><a href="http://www.closetsbydesign.com">www.closetsbydesign.com</a></b>
<b>Closetscomplete</b>	<b>800-696-3919</b>	<b>Free estimates</b>	<b><a href="http://www.closetscomplete.com">www.closetscomplete.com</a></b>
<b>Closet &amp; Storage Concepts</b>	<b>508-553-3550</b>	<b>Free estimates</b>	<b><a href="http://www.closetandstorageconcepts.com">www.closetandstorageconcepts.com</a></b>
<b>Cozy Closets</b>	<b>888-269-9003</b>	<b>Free estimates</b>	<b><a href="http://www.cozyclosets.com">www.cozyclosets.com</a></b>
<b>Classic Closets</b>	<b>877-closetz</b>		<b><a href="http://www.classicclosetsofandover.com">www.classicclosetsofandover.com</a></b>

### Storage Companies

<b>Access Mobile Storage</b>	<b>866-757-8673</b>	<b><a href="http://www.axcess-storage.com">www.axcess-storage.com</a></b>
<b>Door-to-Door Storage</b>	<b>866-872-2114</b>	<b><a href="http://www.doortodoor.com">www.doortodoor.com</a></b>
<b>Gentle Giant</b>	<b>617-773-6404</b>	<b><a href="http://www.gentlegiant.com">www.gentlegiant.com</a></b>
<b>PODS</b>	<b>888-776-pods</b>	<b><a href="http://www.pods.com">www.pods.com</a></b>
<b>Public Storage</b>	<b>800-447-8673</b>	<b><a href="http://www.publicstorage.com">www.publicstorage.com</a></b>
<b>Storage Unlimited</b>	<b>781-273-1800</b>	<b><a href="http://www.storageunlimitedne.com">www.storageunlimitedne.com</a></b>

### Junk Mail issues

To receive a free "Junk Mail Reduction Kit", contact me 781-275-8915. The Department of Environmental Protection Consumer Waste Reduction Program put together this wonderful kit. Website: [www.mass.gov/dep/recycle](http://www.mass.gov/dep/recycle). It has some great information on eliminating junk mail. Within 3 months you should see a significant change in the amount of junk mail you are receiving. Stop junk mail at the source!

### Catalogs/Unwanted Catalogs

Visit the website [www.catalogchoice.org](http://www.catalogchoice.org). Save a tree and eliminate those you don't read anymore. And pick new ones that maybe you would like to receive.

### Pre-Approved Credit Card Applications

To stop pre-approved Credit card applications call 888-567-8688. Follow the prompts.

### Preventing Identity Theft

There are a many companies to help prevent Identity Theft. I use Prepaid Legal Services. They have special program called Identity Theft Shield that monitors your accounts and lets you know if something is going on. To get information contact Pam Brigham at [pambrighampplsi@charter.net](mailto:pambrighampplsi@charter.net). Let Pam know I gave you her name. She can explain the program.

## Preferred Vendors

The Vendors on this page are vendors that I actually use. Many of them have helped me grow my business and I wish to help grow theirs.

<p>AFLAC Cynthia Elmore Wilmington Local Office 978-764-7037 Tell her Karen Kenney sent you!</p>	<p>Handy of Hire Professional Handyman Services Daniel Cormier 978-897-0195</p>
<p>Assabet Valley Chamber of Commerce: Hudson Community Fest and Maynard Day Great Fairs to promote my business. Reasonably priced, lots of food traffic. <a href="mailto:Info@assabetvalleychamber.org">Info@assabetvalleychamber.org</a></p>	<p>Harold Taylor <a href="https://www.taylorintime.com">https://www.taylorintime.com</a> Harold Taylor is expert in time management. Check out this website! You will be glad you did!</p>
<p>Bedford Chamber of Commerce Town Center Building 12 Mudge Way Bedford MA 01730 781-275-8503 <a href="http://www.bedfordchamber.org">www.bedfordchamber.org</a> A great chamber to belong too!</p>	<p>ISI New England (Insurance Specialists) Sales Direct Line 888-isi-1959 (888-474-1959) <a href="http://www.isi1959.com">www.isi1959.com</a> (All kinds of insurance for small businesses)</p>
<p>Brass Bulletin Greg Thorton 727-867-1337 855 Main Street Westbrook ME 04092 <a href="http://www.brassbulletin.com">www.brassbulletin.com</a> 877-272-7766</p>	<p>Lowell Spinners 450 Aiken Street Lowell MA 01854 978-459-1702 <a href="http://www.lowellspinner.com">www.lowellspinner.com</a> (A great place to advertise)</p>
<p>CAC Digital 42 Summer Street Maynard MA 01754 978-897-7022 <a href="http://www.cacdigital.com">www.cacdigital.com</a> (business cards, banners, classroom space)</p>	<p>Middlesex West Chamber of Commerce 77 Great Road, Suite 214 Acton MA 01720 978-263-0010 <a href="http://www.mwcoc.com">www.mwcoc.com</a> Another great chamber to belong too!</p>

<p>Cartridge World 186 Great Road Bedford MA 01730 <a href="mailto:Bedford@cartridgeworldEMA.com">Bedford@cartridgeworldEMA.com</a> (Recycle your ink cartridge, purchase new ones, protect the land fills)</p>	<p>Minuteman Senior Services 24 Third Avenue Burlington MA 01803 781-221-7076 <a href="http://www.minutemansenior.org">www.minutemansenior.org</a> (Help for your aging parents)</p>
<p>Clark University SBDC 950 Main Street, Worcester MA 01610 508-793-7615 <a href="http://www.clarku.edu/offices/sbdc">www.clarku.edu/offices/sbdc</a> Terrific classes offered to small business</p>	<p>Office Essentials (Virtual Assistant) Sharon Donahue 781-938-0945 <a href="http://www.officeessentials.com">www.officeessentials.com</a> (Check out her website)</p>
<p>Diva Tool Box <a href="http://www.divatoolbox">www.divatoolbox</a> Community of women sharing practical advice on how to succeed! Great place to put your articles, host radio show. Contact Janet Powers 781-995-2342</p>	<p>Salem State College Enterprise Center at Salem State College 121 Loring Avenue Salem MA 01970 978-542-6343 <a href="http://www.salemstate.edu/sbdc">www.salemstate.edu/sbdc</a> Terrific classes offered to small business</p>
<p>Dare to be Phenomenal <a href="http://daretobephenomenal.com/blog/">http://daretobephenomenal.com/blog/</a> Another great resource for women and men who want to grow their businesses. Contact: Maureen Campaiola</p>	<p>SBSB Small Business Service Bureau, Inc 800-343-0939 <a href="http://www.sbsb.com">www.sbsb.com</a> (Health insurance for small business)</p>
<p>Emmanuel College - ECAP Program 400 The Fenway Boston MA 02115 617-735-9700 <a href="http://www.emmanuel.edu">www.emmanuel.edu</a> Going back to get your degree-ECAP makes it a reality</p>	<p>TDBank 175 The Great Rd Bedford MA 01730 781-275-7410 800-747-7000 <a href="http://www.tdbank.com">www.tdbank.com</a></p>
<p>EX DEX Computer Service Upgrade &amp; Repairs Thomas Dunnigan and Lorraine Wu 781-935-9432</p>	<p>Woburn Adult Education Woburn High School 88 Montvale Ave Woburn MA 01801 Ed Kaufman 781-937-8210 x315</p>
<p>Facilitations Promotional Items 3 Post Office Square Acton MA 01720 <a href="http://www.facilitations.com">www.facilitations.com</a></p>	<p>Web Vortex Web Design &amp; Internet Biz Promotion Jim Voymas 617-968-1048 <a href="http://www.webvortex.biz">www.webvortex.biz</a></p>