

Paper Decluttering Cheat Sheet

Questions to Ask Myself About Why I Keep My Paper Clutter

1. Why do I keep paid bills and misc. receipts?
 - a. Do I have online access to the bill?
 - b. Are the receipts for gas, groceries, restaurants, or other places where the product is used up or gone out of my life already?

2. Why do I keep tax papers older than 7 years? The IRS says I don't need to.

3. Why do I keep magazines or newspapers older than 1-3 months? If I didn't get to read them when they were new, will I ever find time in the future?

4. Why do I keep my old school papers or college textbooks?
 - a. Do I ever look at the textbooks? They become outdated quickly.
 - b. Do I ever look at the school papers? Why or why not?

5. Why do I keep my children's school papers once the current year is over? Will my children or I ever look at them again?
 - a. Homework assignments?
 - b. Tests?
 - c. Book reports?

6. Why do I keep warranties and instructional manuals for products I no longer own?