

Get Organized for the New Year

Start off the New Year right. Scheduling time to get a few items in order will set you up for success.

Below are a few ideas to get you started.



- It's never too early to get organized (in 2011). Set aside any clothes that are too large or 2 sizes too small. Include anything you've not worn in over a year (with only a few exceptions for seasonal and dress clothes). Choose a reputable charity and donate for a tax deduction (if you itemize). [See our list of local charities](#) or check out [Charity Navigator](#).
- Update your birthday calendar. Copy special dates over from your current calendar to your new one.
- Pull together receipts and other tax documents and schedule an appointment with your accountant for tax preparation
- Transfer photos from your camera or smart phone to your computer. Which brings me to my next point...
- If you haven't already set up a system, back up your computer and/or laptop.
 - If you don't have a lot of music or photos you can either use a thumb drive try Mozy.com's free version.
 - If you do have a lot of family photos or collect audio files try either an external hard drive or a subscription backup service from Mozy.com or Carbonite.com. For those that are not diligent in maintaining backups I recommend using an automated service such as Mozy or Carbonite.
- Set up new paper and electronic files for the new year. If you use monthly files for receipts and bills consider creating revolving files. Create files that simply have 'January', 'February' etc... without the year. When you prepare for your taxes, pull out the months receipts and place into a manila envelope.
- If you are a planner, check our 2011 Organizing Schedule. We'll layout recommendations for each month that will keep you working toward your organizing goal.

