



Enlightened Organizing

Monthly Newsletter February 2008

www.sabrinasorganizing.com

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This month, we will discuss an efficient way to collect and sort your tax paperwork.

Feel free to forward this newsletter to your friends and family! Any feedback would be greatly appreciated!

Enjoy!

Sabrina Quairolì
Professional Organizer/owner

Quote of the Month

Know the true value of time; snatch, seize, and enjoy every moment of it. No idleness; no laziness; no procrastination; never put off till tomorrow what you can do today.

Lord Chesterfield

Source: www.quotationspage.com/

Each year, we collect and file our taxes. This process can be complicated or efficient depending on our method. Over the years, I have revised my tax system. It has made me less likely to put off doing my taxes. Here is what my solution evolved into.

1. Buy an 13 tab (or more) Accordion folder for your household and/or your business.
2. Label each tab.
 - A. Final Federal Tax Return
 - B. Final State Tax Return
 - C. Final Local Tax Return
 - D. Income (W-2) or Paid Invoices (1099). Include any investment income, capital gains and bank interest earned as well.
 - E. Mortgage Interest, Real Estate Tax and other mortgage related deductions
 - F. Charity. Include cash and items donated in this section.
 - G. Tax Report. If you use Quicken or QuickBooks, print out your Tax Report for the year. Use it to confirm your statement's data.
 - H. Advertising, Office Expenses and Association Fees
 - I. For your business, place all your years' bank statements as well as business credit card statements in a tab.

Here are other categories that can be added to your tabs: Medical, Home Improvements, Auto expense, and Advertising,

3. When the statements come in, place them under the appropriate tab.

At tax filing time, you will be ready without hassle.

Customize your tabs according to your situation and use this customized system each year. Staying with a consistent system will allow you to refer back to a previous year when you need to reference refund amounts and other numbers to your current year's return.

Happy collecting!

Sabrina Quairolì

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Product of the Month



Staples® Accordion®
Letha-Tone® Expanding File,
Letter, 13 Pockets,
\$13.78 each

www.staples.com

Check Out Our Services

Looking for weekly help in your home office!

I offer **Part Time Virtual or On-site Office Support**. Prior to my experience as a Professional Organizer, I worked as an Office Manager for 7 years and 5+ years as an Admin. Assistant. I have a BA in Business Administration.

I offer the following services: Accounts Payable invoicing, Accounts Receivable, Data Entry, Creating and Maintaining Filing systems, Typing documents (emails, letters, etc), Professional document creation, and website updates services.

The rates are \$35.00 per hour (on-site work) and \$25.00 per hour (virtual work)! No job too big or too small!

Please remember this newsletter is for information purposes only and is intended to motivate you to get and stay organized. If you feel overwhelmed in any way in this organizing process, please consult a professional. Our address: 614 Stewart Road, Collegeville, PA 19426—484-686-1567.

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