

# Enlightened Organizing

Monthly Newsletter October 2007

[www.sabrinasorganizing.com](http://www.sabrinasorganizing.com)

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This month, we will discuss efficient ways to get your personal finances organized.

I hope you are Enlightened by our newsletter!

If you need assistance in these areas, contact us for a confidential consultation! It is worth your time and money!

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

Sabrina Quairol  
Professional Organizer/owner  
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## Quote of the Month

Things do not change; we change.

Henry David Thoreau

Over the years, Patrick and I have tried several different ways to get our finances organized. Some worked and some were too confusing to manage. Here are some ways that were beneficial for us for the long term.

- 1. Keep the communication open—get your partner involved.** Balance the checkbook together. If your partner doesn't have the time to sit down with you, try showing him/her the condensed version. Show them the credit card and bank statements at the end of each month. Make notes on the statements if there were any questions or issues you wanted to discuss.
- 2. Track your money for 1 to 3 months.** Track all your purchases, from a cup of coffee to the week's groceries. Some ways to track your expenses are: a. Only use your check card from your bank, b. Carry a notebook and write every purchase in it, c. Collect all the receipts and sort them by categories (groceries, extra spending, clothing, etc...). This process will give you a clearer view of your spending and help you determine your allowed amounts.
- 3. Determine your budget amounts.** After you compile all the information, write down a tracking budget. Make a column called "budgeted amount" and a column called "actual amount" for each month. In the first column, list all your bills for the month. Place them in chronological order. When you pay your bills, add the amounts to the respective rows. By the end of the month, you will know how much you can spend for each category and where to cut back. This process will help you determine how much you can afford on your variable expense like, credit cards.
- 4. What are the emotions (if any) behind your shopping?** When you buy something, ask yourself these questions: Can I live without it? Do I need it? Do I want it? Why am I buying this item? Is it something that can wait a month or two? Can I afford to buy this item right now? Do I have the money to pay my credit card bill in full at the end of the month? Can I use my check card without having issues somewhere else?
- 5. Set up a Paid Bills bin.** Set up folders for your paid bills and tax receipts for the current year. At the end of each year, clear the papers out and file the important ones away for future use. Include a folder that holds your checkbook, stamps, envelopes, return address and pens to make bill paying an easy process.
- 6. Set up an Investment binder.** Create tabs for each type of investment account. When new statements come in, place them directly in the binder. It will keep your statements in order and it will be accessible when you need account numbers or contact information.
- 7. Set up a filing bin for permanent important papers.** Birth certificates, Social Security cards, credit cards, Current credit report and Insurance policies, Wills, Owner's Cards and Deeds should be in this permanent filing system. Systems like this should be fire proof and hidden or in a security box at your bank.
- 8. Save at least 10% of your paycheck.** Saving needs to be done for whatever goal you want to achieve. Make a goal, open up an account for that purpose, whether it be saving for vacation, holiday presents, retirement, buying a house, or a car. This money should not be used for anything other than your goal.
- 9. Change your bill due dates.** I had a client who told me that she was able to change all of her due dates to accommodate her husband's monthly paycheck. Remember, if you communicate with the creditors before a problem occurs, they are more willing to assist you.
- 10. Eliminate credit card debt.** Determine your current credit card's interest rate. Transfer balances to lower or no interest credit cards. Keep paying the same amount of money on the lower interest credit cards. You will be surprised how much you will have pay off in one year. When you get to the point where the credit card is about to be paid off, look for 1 year interest free credit card. Divide the amount by 12 months and pay it in full by the end of the year.

Above all, make this process a positive experience. This may seem impossible at first, however, when you start to accomplish your finance goal, you will be motivated to improve the other areas of your life. May your experience be an enlightening one. *Sabrina Quairol* [Click here to sign up for this newsletter.](#)

## Products of the Month

Here are some pictures of items I mentioned in this article.

### Paid Bills File Box



### Fire Proof Safe



## Check Out Our Services

**Want to make some extra money and help us spread the word!** Our Referral Program consists of sending you **10% of the total completed project(s)** from the referred client. Be sure to tell the potential client to mention your name so we can make a record of it. After the project(s) are completed, you will receive a check from us!

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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