

ORGANIZATION

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Maybe it's because I'm an accountant, but I have always been impressed by highly organized people. Simply put, life is just easier for those lucky individuals who never miss dentist appointments and know where most of their things are most of the time.

Nothing says being prepared for anything like:

1. Keeping a calendar with birthdates, vacations, appointments, etc. Many people keep both a digital and a paper calendar to help them plan ahead.
2. Using Notes on your phone or a small notebook to keep track of your "to-do" list. Having your list close at hand can help you stay focused.
3. Keeping a Grocery list. Have you ever realized you forgot something as you're driving home from the store? Not if you're shopping from a list!
4. Utilizing a binder with pockets for home appliance warranties and receipts for home repairs. If you put your house on the market, you can pull out the binder showing warranties on the hot water heater and how you conscientiously maintained the slate tile roof.
5. Accumulating estimates and purchases for a home improvement in one file folder.
6. Putting together a vacation itinerary binder including hotel, rental car and airline information, as well as day by day plans.
7. Storing a basket of car and house keys by the door so they're always in one place.
8. Gathering like information in one place such as property insurance (auto, home and umbrella), health insurance, a stock of already purchased greeting cards for any occasion or address and phone numbers for ready access.
9. Amassing a personal "important papers file" for each member of the family. This might include an original social security card, vaccination record, birth certificate, passport, marriage certificate, etc.
10. Accumulating tax information all year long. During the year you can throw your noncash contribution acknowledgements like Goodwill receipts and cash contribution letters in the file for use in preparing your yearly tax return.

Being organized saves time because you're not looking for lost items (as much) or making multiple trips to the store for one item. Organized people are less stressed because they expect



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what most of us consider as unexpected. Not only do they know where their car keys are all the time, they can easily find their insurance papers if they get in an accident. We can all learn from our friends who have a place for everything and everything in its carefully-labeled place.



If you have questions about a business or tax issue, please contact your Account Manager or [Helen Floros, CPA](mailto:hfloros@connerash.com), at (314) 205-2510 or via email at hfloros@connerash.com.