

## —— #STEPHING challenge ——



### WEEK NINE OFFICE & DOCUMENTS

This week we are focusing on the office! The office can become chaotic and super messy with all that paper clutter. Here is how we organise our office and papers. One main tip for this area is to keep digital copies of documents where possible to reduce paper.

### *family documents*

Store all important family documents in a suspension file holder. What you'll need:

- Suspension File Container
  - Suspensions Files
  - Label Maker
  - File Tabs
- I also got the label for the container from Little Label Co (STEPH10 for a discount)

*Steph Pasc*

The labels I went with for our family document filing system are:

- Birth Certificates
- Marriage Certificates
  - Passports
  - Medical
- Mortgage Documents
  - Car
  - Insurances
- Christmas/ Family Photos

You could also add things like; Bills, Accounts, Receipts, Legal Docs + Wills. I have a full blog on how I did.



## *office supplies & paper organisation*

Using simple storage items for your office supplies will keep your space organised and everything will have a place. We use plastic drawers for items such as:

- Invoices
- Paper
- Envelopes
- Folders
- Chargers and Cords
- USB's and Memory Cards
- Ink Cartridges

*Steph Pasc*



## wall organisers



Wall space is gold when it comes to your office! Vertical file holders and wall calendars are amazing for storage and organising your week/month!

You can use a vertical file holder for items like mail, bills, items to action and file. Keeps your desk clear and minimal. We got our wall calendar from Siisti and the vertical file holder from IKEA.

## go digital

The best way to reduce paper clutter is to obviously go digital! Hop onto all your service providers and request for all your bills to be emailed to you instead of mailed. Scan and keep digital copies of documents and then keep backups of these on a hard drive to avoid losing everything if something happens to your computer.

Steph Paser

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## *archives*

Business archives can take up a lot of space even if they are stored in folders. We transferred everything over to suspension file tubs and decided to keep only digital copies of many documents to reduce paper clutter.

I hope you enjoy organising your office this week! I can't wait to see all your before and after photos! Happy #stephing!

**I can't wait to see your progress! Don't forget to tag me and use the hashtag #stephingchallenge on Instagram to potentially win a \$50 Little Label Co voucher every week!**

*Steph Paise xx*