

File it: Find home for papers

DOMESTIC PLANNER



DIANA KOENIG

Q: I don't know what to do with all of the papers that clutter my counters and tables. My stacks are growing and my counters are full.

A: Find a home for every item in your house.

This includes the parade of papers that march through your house each day.

Buy a filing cabinet or inexpensive plastic portable file box you can place in a closet. You may need to buy two file boxes—one for financial papers and the other for household papers.

Buy manila file folders, hanging files and labels. Use colored hanging files and labels so you can separate categories by color. This will make it easier for you to file and access the information you need. Hand write labels or type them on your computer for a professional look.

Categories for the files will vary from one household to the next. However, there are basic files everyone needs.

- Financial**
- Birth certificates, passports
 - Personal property tax receipts — You need to create a home for this piece of paper so you can use it to get your car license renewed.
 - Homeowner's insurance
 - Car insurance
 - Life insurance
 - Health insurance
 - Investments

- Bills
- Social Security information
- Banking information
- Car titles and repair work
- Property titles
- Donations
- Credit cards and statements
- Utilities
- Copy of wills
- Federal and state taxes

- Household**
- Warranties
 - Medical records of vaccines and doctor visits
 - Coupons
 - Good ideas (those can be crafts, decorating ideas, recipes, anything you want to try)
 - Children's sports/activity schedules
 - School or career awards/certificates
 - Magazine/newspaper clippings
 - List of repair shops for

appliances, plumbing, electrical, etc.

- Addresses, phone numbers
- Volunteer group information
- Vacation ideas
- Local sightseeing
- Community activities

Create your file system before you begin sorting through papers and moving them from one stack to another. Keep blank files in your hanging file box so you can quickly create new files as needed.

Make sure you immediately file papers instead of allowing them to accumulate in piles on your counters and table.

Today's refrigerator bulb-in!™

Diana Koenig is a writer, educator, speaker and consultant. Send your questions and success stories to: Diana Koenig, P.O. Box 1702, Manchester, MO 63011, e-mail: dianakoenig@hotmail.com

Project management taught

Building Industry Association of Southeastern Michigan's (BIA) Remodelers Council will sponsor a certified graduate remodelers course Wednesday, Nov. 21.

Chuck Breidenstein, president of Builders Professional Services Group in Madison Heights, will teach *Off-site Project Management*.

The course will take place 8 a.m. to 3 p.m. at BIA Headquarters, 30375 Northwestern Highway in Farmington Hills.

Fees, including breakfast, lunch and materials, are \$125. For registration information, call (248)862-1033 anytime.

Adopt-a-Pet

Samantha/R22926: This pretty, 2-year-old domestic medium-hair calico is a very sweet and loving girl who loves attention, especially pats and rubs to her head and back. Her last home had to surrender her to the shelter when a member of the family became allergic to her. Samantha gets along well with children and would love to be part of a family again! She will make a great pet in her new home since she is already litterbox trained and spayed. To give this well-mannered little angel a place to call home, visit the Michigan Humane Society in Rochester Hills, 3600 Auburn. Call (248) 862-7420.



Professional maintenance course scheduled Friday

Apartment Association of Michigan's (AAM) Property Management Council (PMC) will sponsor a professional maintenance course Friday, Nov. 16.

The course fulfills the requirement for Educational Standards Corporation institute certification for maintenance professionals under the Federal Clean Air Act.

The class will take place 10 a.m. to 4 p.m. at Building Industry Association of Southeastern Michigan (BIA) headquarters, 30375 Northwestern Highway, Suite 100, in Farmington Hills.

Registration fees, including lunch, are \$85 for AAM, PMC or BIA members, non-members and guests.

For registration information, call (248) 862-1004 anytime.

The act requires that maintenance professionals who maintain, service, repair or dispose of appliances that contain regulated refrigerants be certified in proper refrigerant handling techniques as of November 1994.

CLARIFICATION

An article in last week's Act Home section about a botanical Web site inadvertently omitted the address. The address is: <http://home.att.net/~axotica/>

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