

Declutter Paper Like A Pro



SORT BY CATEGORY

- Create piles based on categories

EDIT TO WHAT YOU NEED

- Do you need to keep it?
- Can you access it easily?
- Can you get this electronically?

STORING LIKE A PRO

- Store papers in a place you can easily file papers

MAKE IT ELECTRONIC

- Create digital files within your email

ARTWORK

- Take pictures of artwork
 - Find photo book app to turn pictures into a book or mosaic
 - Throw away items you don't think the kids will want to keep
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