



## Diane Luck

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# 7 Steps to Paper-less Get Organized! Go Green, Go Paperless!

Are you overwhelmed with paper clutter in your home or office?  
Would you like a simple, environmentally friendly system to  
handle business? By “going green” and reducing paper usage you  
can:



- Preserve resources and money.
  - Save time.
  - Store records safely and efficiently.
  - Retrieve your information quickly from any online computer.
  - Use valuable space for something more fun than file cabinets or boxes.
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## Here are 7 steps to create a “paper-less” office:



1. Transition to online banking for recurring bills and payments.
2. Choose the “go paperless” option and receive bills via your email.
3. Set up files and systems on a computer to store online data.
4. GET A RELIABLE BACK-UP ON YOUR COMPUTER! **Very important.**
5. Purchase scanner. Here’s what I recommend highly: [Fujitsu Scansnap](#)
6. Set up a system to shred or recycle paper once it is scanned.
7. Get off junk mail lists.

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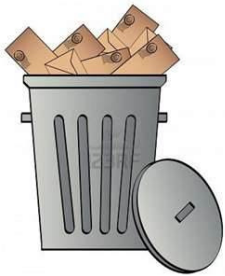
Like the idea but not sure where to start? Don't have time for the logistics of a transition to paperless? I can help you create the peaceful, functional, and beautiful environment you deserve. You can count on me to be reliable, competent, and efficient in the most challenging of situations. Creative solutions are my specialty.

Diane Luck, Personal Organizer 503-284-5377

For more information see my website: [dianeluck.com](http://dianeluck.com)



Or find out what satisfied clients are saying about me on Angie's List. <http://www.angieslist.com>



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