

Employee NEWSLETTER



How to Get Organized Now!

Contributed by Jaime Carter-Seibert, MA, LMHC

Feeling overwhelmed by that sea of papers on your kitchen counter?

Stressed about those important documents you've been meaning to organize? Clutter and disorganization can amplify worry and anxiety. Taking charge of the chaos can offer immediate relief. Organizing can be highly satisfying when you create a system that works for you and is easy to maintain. Start with this month's bills and paperwork.

Stay tuned... Next month we'll provide tips on how to bring order to your home!

Here are four tips to get you started on organizing your paperwork:

1. Tackle the Daily Mail

When mail arrives, immediately recycle the junk and put your bills in a "to pay" folder. Better yet, go paperless and pay bills online. Either set up auto-pay or note deadlines on your calendar or phone. If you can shred paperwork, do it. If not, create a folder for it and start a filing system that makes sense to you. For other mail (birthday cards, school information, bank statements, etc.), decide if you really need to keep it or if you can easily get the information online, and file or shred it right then.

2. Know What to Keep and What to Shred

If your paperwork is holding you hostage, check out the comprehensive lists below on how to free yourself from the "Keep or Shred" dilemma. It may be a relief to know that you can shred your credit card statements after you've verified the charges and paid the bill. You can also shred your bank statements at the end of the month—again, check the accuracy first and be sure that you don't need that specific statement for a transaction that's tax-related. You can always access copies from the bank if needed. Once you know what's really important and what isn't, you'll have less to manage on a regular basis. Be sure to protect your identity by shredding anything with an account number, birth date, maiden name, pin, password, or signature.

Resources for the "Keep or Shred" Dilemma:

Internet Browser URL's: goo.gl/SIIZRK or goo.gl/BpgFep

3. Decide on a Strategy

Once you've identified which documents to keep, ask yourself, "What makes me feel organized?" Files and a label-maker? Everything together in a box by month and year? You can find bins, baskets, and colorful folders at most big-box stores to stash your documents in style. A safety deposit box, fireproof safe or lock-box are good options for those "keep forever" documents like social security cards, birth and marriage certificates, and military records. If you prefer online storage, Consumer Reports gives an overview of 12 companies for your consideration: goo.gl/BhvHp6

Want a personalized strategy?

Check out Lanna Nakone's book, "Organizing for Your Brain Type," which provides a quiz to identify your particular organizing style, and then offers personalized tips for managing your environment. *Continued on Page 2.*

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Continued from page 1.

4. Try a Binder

Using 3-ring binders can be a great way to store loose papers, especially those you need to view frequently such as schedules and upcoming events. Use tabs in a binder to create topic-related sections like school, entertainment, exercise, work, or miscellaneous for papers you want to keep but don't know where to put—flyers, party invitations, etc. You can make a binder just for recipes you've printed from an online resource or friend's email and create your own book—use tabs for savory and sweet. Condense all your home-related papers into one mega binder with tabs for appliance warranties, home repair receipts, and anything else that makes sense. Add pockets for bulky user's guides for those appliances and other gadgets you may need to occasionally troubleshoot or reprogram.

A Parent's Guide for Spring Break: College Edition

Contributed by Quinita Ellis, MA, LMHC

Parents of young adults, brace yourselves, spring break season is approaching.

You're probably nervous about this monumental milestone in your young adult's life. To help ease your anxiety enjoy these pointers to prepare your young adult for the adventure that awaits them.



1 Teach them how to prepare for their trip. Remind them to:

- book their trip early
- create a budget
- leave credit card(s) at home
- and only take the emergency funds that they may need

This will help them not get caught up in the enjoyment of their trip and over spend.

2 Have them research & learn about the values, food, and current events of their destination.

- passport
- birth certificate
- driver's license
- vehicle registration
- or photo ID

Also, there's an App for everything, but WIFI is not always available so remind them to take a map with them.

3 Encourage them to be prepared for things if they don't go as planned.

- Some healthy substitutions for emotional eating include:
- charge their electronic devices
 - don't get into cars with strangers
 - never go anywhere alone
 - program important numbers under I.C.E. (in case of emergency)
 - and check in whenever possible

Then take a deep breath, know that you've done all that you could and your young adult is officially ready for Spring Break!



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