

EASY TOSS LIST

- Junk mail
- Expired coupons
- Old greeting cards
- Invitations to past events
- Outdated schedules
- Expired warranties and service contracts
- Instructions for items you no longer own
- Expired insurance policies
- Poor quality photos
- Unread magazines-if they are more than three months old
- Old catalogs-keep only the current one, or clip it!
- Investment and banking brochures you never read
- Cancelled checks-unless they are for tax purposes
- Checkbooks-if they are more that six years old or the account is closed
- Receipts for non- tax deductible items
- Outdated maps and tourist brochures
- Solicitations from charities you don't intend to support
- Recipes you haven't tried in three years
- Articles and clipping you haven't read in three years