

November 2009 Newsletter

Dear Friend,

Whether you have a lot of money or hardly any at all, being organized with it can make all the difference between feeling protected and safe or vulnerable and insecure.

Francesca

Financial Organization - Behind the numbers

Just how well organized are you, *really*, when it comes to your finances? By "finances" I am not just talking about where you are invested or whether you are frugal or know when and how to cut costs. I am talking about the physical and mental aspects of being organized with everything financial, *including* knowing where your monies are and where the support paperwork is as well. Do you know what paper to keep and for how long? **Do you feel a sense of safety when it comes to your financial organization? Do you work with someone you trust?**

How organized do you *feel* with your finances? I like to ask this question of many of my clients. By asking this question I am not after whether you feel good about the money you have in your bank account or whether you know how to balance your check book (although I can help you with that). I mean do you have, what I call, a "big-picture view" of your finances, what you have, and where everything is filed/stored? Do you have a will? **Do you have a good life insurance policy and more importantly, does it work for your current situation now?** That is perhaps the million dollar question that people forget to ask themselves. Like general organizing, I don't think it is something you can or should only delve into once. It is something of which you have to revisit and stay on top so you can always be informed and always feel good...and safe.

After I got married, one of the first things my husband and I knew we needed to do was to get all of our financial paperwork on the same page. This meant that any wills or policies that each of us had, had to reflect the correct beneficiaries, etc. **One thing I realized as we listed what we each had was that *my big-picture view of my finances was lacking, specifically with life insurance. I had a tiny policy that worked for me when I first got it at age 25, but it certainly didn't fit into my life and my plans now.***

When we decide to declutter our lives and purge things, in order to make often-times difficult decisions we have to ask ourselves questions and be honest with the answers. **And there is always some fear around what those answers will reveal. When it comes to something like, for instance, life insurance, people fear what they don't know.** How much do I need? How much is enough for my lifestyle? How can I possibly know these answers? And they don't much like talking about such a morbid subject as death and what will be left once you have passed. It's not always, if ever, an easy conversation to have. But it *is* a necessary one.

Just like making a decision to get organized, deciding to take control over your finances is something you have to first decide you need to do, and then piece by piece and step by step work towards your goal of complete organization.

To get that sigh of relief mentally, I suggest you ask yourself those difficult questions and pay attention to the answers. **You'll feel good because you have addressed it and even better if you have a plan for the complete unknown. And being physically organized gives you that feeling as well.** You should know where all of your paperwork is - it should be filed and stored properly. **Knowing things are as they should be is *invaluable*.**

We are soon ending yet another year, and while the tips below offer you some concrete steps to get your financial paperwork organized, **I suggest you set aside some time to re-assess how the rest of your financial assets are organized.** Know what you have, know what you need, and make sure all bases are covered. You will give yourself an instant sigh of relief -- an early holiday gift that *will* keep on giving.

HOW TO...and *WHEN* to feed your Shredder!

Here are some tips, as we end this year, for knowing what financial records to keep. The rest can be fed to your shredder!

1. **Balance your check book every month at least.** Reconcile ATM receipts and then shred. I also suggest allowing yourself the ability to view your bank statements on line. It is safe and makes reconciling purchases and deposits quick and easy. If you are feeling really sassy, you can even go paperless!
2. **Save only year-end statements for investments, pay stubs, and retirement.** Feed your shredder with the rest.

3. **Start to move towards paying credit cards and other bills online.** If you still feel the need to keep paper statements despite paying on line, keep only year end statements for your credit cards. Your shredder will gladly eat up everything else.

4. Banking online allows you to **download your bank statements each month and save them on your computer in a folder called Banking. Make a separate folder within this folder for all other financial statements you need to save.** You'll have less and less to feed your shredder! Don't forget to back up your computer -- weekly! If you do keep paper statements, keep the year-end statement for seven years. The rest...well... you know the drill.

5. **Buy a fire proof safe box, to store under lock and key, all of your important documents** - copies of drivers licenses, passports or citizenship records, social security cards, marriage licenses, birth certificates. Store as well all information on home or estate plans, health care proxies, wills, burial and cemetery instructions, to name a few. **Keeping these valuable documents in one, safe place makes you less stressed** when you need to find something and gives you piece of mind knowing they are safe. That deep sigh of relief is invaluable.

6. **Find a good person or people to guide you when it comes to investments. You should really feel like you can trust this person and "know" this person.** Many people do this kind of work. Finding the correct person or people makes all the difference. Your goal is to find someone who will help you organize your finances on a global scale and make you feel good about your money and your future.

Quick Tip

I love to give a tip/information that I swear by. The following person is very good at what he does in the financial world. He certainly has given me many reasons to sigh with relief. Call or email him. And tell them I sent you.

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Looking for the perfect holiday gift?

Contact [verri organized!](#)

Do you know someone who is disorganized, overwhelmed, frustrated? Get them the gift of verri organized. Call 978-337-3614, or email fverri@verriorganized.com to purchase a gift certificate.

ABOUT VERRI ORGANIZED?

Francesca Verri Gove is a professional organizer and coach and owner of *verri organized*. Having a knack for making order out of chaos, and a passion for creating workable systems to improve efficiency, Francesca sees a great need for her talent and services among mothers, businesses, home owners and children.

A former assistant dean for administration at a college outside of Boston, Francesca has spoken to mothers, college students and businesses on how to get and stay organized, and has coached professors, professionals, home owners and doctors on how to experience life in a lighter way by getting verri organized.

Francesca believes life should be "light", and in order to experience it in that way, we need to look at what we "have", assess our "systems", and believe in our own ability to become verri organized.

For more information about verri organized and the services it provides, please visit www.verriorganized.com, or call 978-337-3614.