

Digital devotee, print lover or somewhere in between?



As remote work has turned many homes into offices, Broadridge partnered with KonMari Consultant Melissa Pritsiolas to highlight ways to organize your bills and statements and clear your mind and your space, no matter what your preferences.

Digital devotee

“Think about your desktop on your computer and treat it basically the way you would treat your physical space. Do you want it cluttered with a million different files? Does it inspire you or does it make you feel bogged down?”

TIPS:

1. Create folders within your email to organize your bills and statements. Your inbox should be a temporary space for emails waiting to be processed. Keep email folders simple (i.e., work, personal, finance). Subcategorizing within these folders is often helpful if you like to know where everything is without using your search function.
2. Establish a living document on your desktop to keep track of important dates. Using your calendar app, create a “finance” calendar where you can schedule events to pay bills. You can share this calendar, set alarm reminders, and make repeating events for monthly bills.

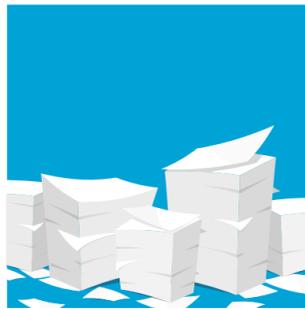


Print lover

“I start by designating a section of the house for paper. I'm usually amazed at how much paper has piled up.”

TIPS:

1. Gather all paperwork into one easily accessible area.
2. Keep a simple filing system. Marie Kondo recommends two categories: 1) papers to be dealt with and 2) papers to be saved, recognizing some paperwork may need to be saved up to 7 years.
3. Be sure to keep bills in an action folder that is frequently accessed or pay the bill right away. Use your online bill paying feature on your phone or computer.
4. If you send payments in the mail, have stamps, envelopes, and checks close to your filing system or where you open your mail.
5. Carefully consider what papers you could let go. Shred and recycle unnecessary paper that is cluttering your space.



A little bit of digital and print

“It's about keeping with intention and creating a space that brings you joy and inspires you.”

TIPS:

1. Take some time to think about why you prefer certain bills/statements to be paid digitally vs. in print. Try to parallel organization habits between the two mediums.
2. Once you go digital with a provider, evaluate if you need the same communication in print. If you don't need it in both digital and print, notify your provider of your preferences.



“Tidying can help you get in touch with what you really want, show you what you need to change, and help you find more joy in your environment.”¹

Hear KonMari Consultant Melissa Pritsiolas share more insights by visiting the Reimagining Communications podcast, [“Tidying Up Your Communications”](#).

Broadridge digitally delivers and prints six billion customer communications a year on behalf of well-known companies across financial services, healthcare, utilities, telecom, insurance and more.

Statistics from the Broadridge CX and Communications Survey, 2019. | ¹Kondo, Marie. Joy at Work (p. 22). Little, Brown and Company.

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