

## **Get Organized so Tax Time Doesn't Have to be Taxing...**

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In Its Place



Ready to file your taxes? Is your paperwork in order? Still trying to track down last year's expenses? You just *know* that pile you set aside is there. Somewhere. Perhaps it's buried beneath that *other* pile on the corner of your desk. . .

It might seem too late to avoid the *all* of this year's last minute stress and panic, but use them to your advantage to make *next* year's April 15 deadline less of a hassle. If your current system isn't working, try these hints:

Create a "home" for your tax preparation system so that all tax-related paperwork generated throughout the year can be found without a search party. It makes what you need readily available. As you're organizing last year's information, make a second set of files so you can begin using them for this year. It doesn't matter whether you use binders, a computer, a filing cabinet, or an accordion file. Make it work for you.

Avoid the paperwork pileup by filing everything on a daily, weekly, or monthly basis. Don't create another "to do" pile that will get pushed aside until April 14. If you work better under deadlines, make them reasonable. Even quarterly is less stressful than that once-a-year cram session.