

## 8 Ways to Reduce Your Paper Overload

The best way to prevent paper pile-up is to prevent unnecessary papers from entering your home in the first place!

1. Evaluate every piece of paper that comes into your home, quickly discard what you don't need, ex: front door flyers, coupons left under your wiper blade, handouts at shopping centers, unneeded receipts, and product documentation.
2. Don't sign up for mailing lists or "free gifts" or "a chance to win", . . . etc. Don't return warranty cards . . . your warranty is usually good without them.
3. Evaluate whether or not you want to be listed in organizational directories (clubs, organizations, . . .) Solicitors will often get your name from these directories.
4. If you are receiving junk, or mail you don't want, enclose an index card inside their postage paid envelope with your name and address and ask them to permanently remove you from their list. If you do not have this postage paid envelope, send them a postcard asking to be removed from their mailing list.
5. Find the article or item online, if possible, and store electronically. Scan, or copy, articles, if copyright allows.
6. Have a plan for dealing with newspapers, magazines and catalogs. Don't allow these publications to "stack up". Set a discard date for each edition. Cancel any unused subscriptions.
7. Don't give your address to any business or organization without considering, or asking, how they will use it - often they will sell it

to mailing lists. When you place an order or make a donation, inform the company or organization not to make your name available to others.

8. Take advantage of one of the free, or low cost, services that will remove your personal information from the lists provided to advertisers by the major credit bureaus.
  - o **Opt-out of pre-screened credit offers.**  
"OptOutPrescreen.com is the official Consumer Credit Reporting Industry website to accept and process requests from consumers to Opt-In or Opt-Out of firm offers of credit or insurance." (You may also call 1.888.5OPT.OUT to use this service.)
  - o **Register for DMA's Mail Preference Service (MPS)**  
MPS will substantially decrease the amount of national advertising mail you receive.  
<http://www.dmaconsumers.org/cgi/offmailinglist>  
(\$5.00 fee for registering on-line)

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