

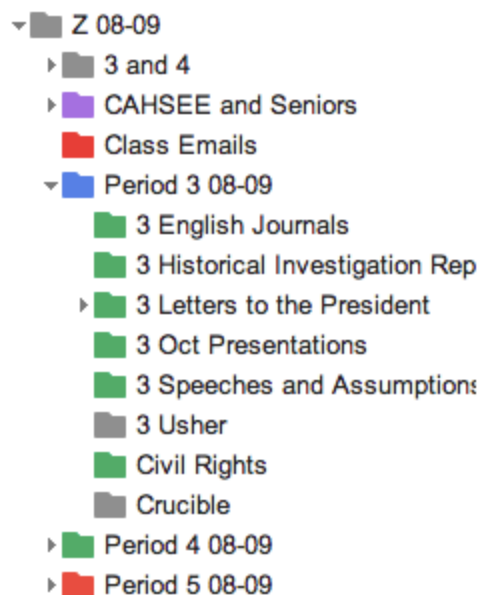
Lesson 07: Being Organized Where it Counts

Complete steps 1-3

Step 01: Creating Your Own Email Account (Screenshot this when your done)

- You are about to graduate and that means that you should get a grown up email rather than the one provided to you by your high school
- Please create either a Google or Yahoo email account
 - This needs to be professional, using your first and last name somehow, for example, mine is rachelacosta1@yahoo.com

Step 02: First 15-20 minutes: Organize your PRIVATE google account so that each Document is in an appropriately labeled folder (Screenshot this when your done)



Step 02.5 *Read Me Only*: Organizing your files for Taxes

- Have a shoe box or get a file folder and keep it under your bed.



- **What should I keep?**
 - Every receipt in which you buy paper, pencils, pens, books. Often, I go to the 99 cents store and I even keep these receipts. Why? Because these things add up.
 - Donations: If you donate \$1 to Saint Jude's or whatever when you go to the store, save that
 - Donations: Every year get a bag of old clothes and take it to the Goodwill. Get a receipt!!! You can claim up to \$400 of goods because of this
 - Medical: You can also deduct any additional copayments, prescription drugs, lab fees and more as part of your medical expenses – if your total expenses exceed the 7.5% limit. The IRS also allows you to factor in common fees and services if they are not fully covered by your insurance plan, such as therapy and nursing services.
- **Keep** records for 3 years from the date you filed your original return or 2 years from the date you paid the **tax**, whichever is later.
- Read the article [Student Income Tax Guide](#), then summarize the article's main point

Step 03: Organizing Your Dorm or Apartment (Screenshot this)

- Research what's better, to live on campus or off campus. The following [article](#) may help.
 - Create a T-Chart with pros and cons.
- Tell me how big your dorm or apartment will be
- Design your dorm, paste images onto a google doc.
- Tell me what you would pack, be specific