

## End of the Year

Year end wrap-up with Morton and Tovmassian-FINALLY!

Maybe they will shut up now.

What to purge? How to purge? What to archive?

Happy New Year for 2017

If you have ideas for future episodes please send them to steve at philofaxy dot com

### Show Notes (timings approximate)

00:00 - Introductions

01:00 - Where to start

02:00 - When to archive

03:00 - How to archive

05:30 - Why archive

08:15 - Leaving a legacy

10:00 - The value of reading old diary pages

10:45 - Keeping a separate journal

12:00 - The annual change over process

16:30 - [Treasury tags](#)

17:45 - Looking back

20:00 - Digital vs Analogue

21:30 - Checking your master task lists

23:45 - Tracking your on-line activities (Blogs, Podcasts, Videos)

27:00 - Printing Address pages

29:00 - Tips of the week