



# How To Decrease Junk Mail

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# WHY SPEND TIME DECREASING JUNK MAIL?

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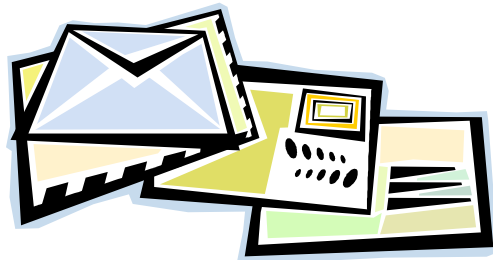
You will save approximately 1-2 hours *per week* when you eliminate junk mail *before* it enters your home. All that time you would have spent piling, sorting, reading, and finally throwing away those annoying letters and fliers. Now you can spend that time on something much more fun or lucrative!

Junk mail, and paper in general, still seem to plague us. The paperless society doesn't exist (and might not ever). If you want help controlling the amount of papers coming into your home or office, then read on....there is a solution! You'll learn how to stop receiving catalogs you never read, phone books you never reference, and fliers and mail you wish you didn't receive.

The steps below will take about *10-60 minutes total* depending on how many sections you complete. If you do *all* the sections, you'll see about an 80% reduction in junk mail. You'll need to allow 4-8 weeks in order to see this *dramatic* decrease because companies need a few weeks to remove you from their databases.

**Read each section below and follow the instructions in the yellow boxes.**

**NOTE:** *URL's can be tricky, so if clicking on the link in this ebooklet doesn't work, place your mouse over the link, right click and copy the link or re-type it into your web browser. Links do change, as of 12/31/16 all the links in this document have been verified.*



# HOW TO USE THIS DOCUMENT

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While you cannot eliminate junk mail entirely, you can significantly decrease the amount you receive. You do *not* need to complete all the sections in the order listed, so pick the area that annoys you the most (phone books, catalogs, mail, etc...), and dig in!

The more sections you complete, then the more junk mail you will eliminate and never have to deal with again!

***NOTE: If you don't have much time and want to decrease your junk mail by approximately 40-60%, then complete the section below on the Direct Marketing Association (DMA) which will take about 10-15 minutes.***

If you are not familiar with the term, "opt-out," it means to decline to receive something, i.e., to decline to receive lots of marketing materials, such as catalogs, fliers, postcards, etc.... *Opting out is good!*

Let's get started!

# DIRECT MARKETING ASSOCIATION (DMA)

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**Going to the Direct Marketing Association (DMA) website and opting out is the best way to decrease junk mail.** On their website you choose which catalogs, magazines, credit card offers, junk mail, etc...that you do *not* want to receive. There are separate instructions for each type of item, and you can continue to receive some items while eliminating others, *so follow their instructions closely.*

This site will ask you for your mailing address and social security number in order to remove you from credit card offers. I have gone through the steps myself, as well as helping customers do the same, and I feel comfortable providing this information.

***NOTE: If you don't have much time and want to decrease your junk mail by approximately 40-60%, then complete this section only which will take about 10 minutes.***

## How To Eliminate Much of Your Junk Mail

- Go to [www.DMAChoice.org](http://www.DMAChoice.org)
- In the center of the page, find the "Give Your Mailbox a Makeover" section
- Click "How it Works" button and read the 3 Simple Steps
- Click the "Get Started" button
- Enter the information on the form, click Submit and continue the process
- **This is free and it works!**

# EPSILON

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Through email and post mail, Epsilon, helps other companies target you with their marketing literature and catalogs.

## How To Opt Out

To remove yourself from their databases

- See “Opting Out of Epsilon’s Marketing” section at [https://www.epsilon.com/en\\_US/consumer-information/consumer-preference-center.html](https://www.epsilon.com/en_US/consumer-information/consumer-preference-center.html); you can send an email or a short letter to the address given.

To read more about Epsilon and how they use your data

- See their privacy policy at [https://www.epsilon.com/en\\_US/privacy-policy.html](https://www.epsilon.com/en_US/privacy-policy.html)

# ABACUS

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Epsilon manages the “Abacus database” which contains information about people who have purchased from mail-order catalogs. They sell this information to other companies that would like to target you for business. If you don’t want to be on their mailing list, then see the instructions below.

## How To Do It

To remove yourself from their mailing lists

- Email [abacusoptout@epsilon.com](mailto:abacusoptout@epsilon.com) and ask to “opt-out” of all of their programs. Include your full name along with your middle initial and mailing address. Make certain to include your previous address if you have moved within the last six months

To read more about Epsilon and how they use your data

- See their privacy policy at [https://www.epsilon.com/en\\_US/privacy-policy.html](https://www.epsilon.com/en_US/privacy-policy.html)

# REDPLUM ADVERTISEMENTS AND MISSING CHILDREN POSTCARDS

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You can stop receiving the Redplum advertisements (and missing children postcards).

**NOTE: Do not call the 800 number listed on their website because the customer service agent will send you back to the website to fill out the form online.**

## How To Do It

- Click on <https://www.redplum.com/tools/redplum-postal-addremove.html>
- Fill out their form and Submit



# VAL-PAK

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Val-Pak sends coupons through the mail for local businesses and services. It's great if you use those services, but if you don't, then remove yourself from their mailing list.



**NOTE: You'll need to have a recent Val-Pak envelope so you can enter the address EXACTLY as it appears on the outside.**

## How To Do It

- Go to <https://www.valpak.com/coupons/show/maillinglistsuppression>
- Fill out the form and Click Send

# MAGAZINE SUBSCRIPTIONS

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If you're not reading your magazines, then consider moving your subscription to a friend or family member. You can also cancel your subscription and possibly get a partial refund for the remaining months.

## How To Do It

**For each magazine,**

**To change** your subscription to someone else

- Call the magazine's customer service number or visit their website and look for a link to change your address
- Change your address to the new recipient's address

**To cancel** (and possibly get a partial refund)

- Call their customer service and tell them you'd like to cancel; ask if they could give you a refund for the remaining months

## MAIL-ORDER CATALOGS

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It's worth making the effort to stop receiving catalogs because you'll eliminate the guilt you feel from not looking at it! Plus you'll save money by not buying anything and save time by not having to deal with them at all.

Don't be shy on this step! Companies do not want to waste their money sending you catalogs that you never look at. Save up several catalogs to contact so that you can call all of them in one sitting. These phone calls will only take 2-3 minutes per catalog.

***NOTE: Make sure you have already completed the first section in this booklet on contacting the Direct Marketing Association (DMA) because you may be able to take care of several catalogs at once rather than contacting each individually.***

### How To Stop Receiving Catalogs

**For each catalog,**

- Save the back page of the catalog which contains your account information
- Call the customer service number listed and speak to a live person
- Ask them to remove you from their company's mailing list
- The agent will take some basic information (name, address, etc.) and submit your request.
- It may take up to 4-6 weeks to be removed

# PHONE BOOKS

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The phone company doesn't want me to tell you how to stop receiving their books, but how often are you really using them? You may be using them to raise your computer monitor or to help your son, Timmy, reach the dining room table, but other than that, when is the last time you looked up a number using the phone book?

If you need a phone number you can use an online source such as [www.PhoneBook.com](http://www.PhoneBook.com) or just search using Google.

## How To Do It

- To stop receiving phone books, see <https://www.yellowpagesoptout.com/>
- Enter your zip code and follow the directions
- You will need to register with the website - it takes a minute, but is worth it!

## STOP TELEMARETERS (DO NOT CALL LIST)

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It's not exactly junk mail, but telemarketing calls do take up your time. Eliminating these calls to your home or cell phone is easy. (Sorry if you make a living as a telemarketer!) You can put your name on the national "Do Not Call" list. This request does *not* apply to charities to which you may have given your name and phone number - they still will be able to call you.

To decrease these unwanted calls, make sure you're looking at caller id. When the phone rings and you don't recognize the phone number, name, or state, then don't pick it up, as it is probably a telemarketer.

I also downloaded an app for my Android Phone called, "Should I Answer?" It's free and uses a community database to determine if a number is spam. So far it's worked pretty well. There are apps available for iPhone as well.

You can also report unwanted phone calls at [www.donotcall.gov](http://www.donotcall.gov), but these days telemarketers have gotten very clever about using rotating / random local numbers, so it's hard for the government to stop these calls.

***NOTE: In the past when you added your name to the "Do Not Call" list, your request would expire after five years. The government has since changed the rules, and now when you add your name, your request will never expire. Hooray!***

### How To Add Yourself to the "Do Not Call List"

- Go to [www.donotcall.gov](http://www.donotcall.gov)
- Click on "Register Your Phone"
- Don't forget to register your numbers for home and *all* cell phones

## MAIL FOR DECEASED PEOPLE

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Not only does it waste time to receive mail from someone who has died, it also can hurt when you see mail addressed to someone you were close to.

Spare your feelings and any aggravation, stop the mail.

### How To Do It

- Go to <https://www.ims-dm.com/cgi/ddnc.php>
- Fill out the form and follow the directions listed

## SUMMARY

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That's it! Following these steps to decrease the amount of junk mail you receive will save you time every day. Just remember it takes about 4-8 weeks to see a *dramatic* decrease in junk mail because companies need time to remove you from their databases.

Once you have decreased junk mail, you may want help organizing other mail or paper. Almost everyone struggles in this area, but it can get easier!

See our website at [www.ClearlyOrganizedLife.com](http://www.ClearlyOrganizedLife.com) for more information or join our newsletter list at [www.ClearlyOrganizedLife.com/newsletter.shtml](http://www.ClearlyOrganizedLife.com/newsletter.shtml).

Have a fantastic day without junk mail!  
Lorena Prime  
Productivity Expert & Speaker  
Clearly Organized  
[www.clearlyorganizedlife.com](http://www.clearlyorganizedlife.com)

P.S. If you have other suggestions on how to eliminate junk mail, please send an email to [info@clearlyorganizedlife.com](mailto:info@clearlyorganizedlife.com). We'll investigate the idea and may include it in the next revision of this booklet.



# RESOURCES

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## Helpful Websites:

- [www.DMAChoice.org](http://www.DMAChoice.org)
- [www.DoNotCall.gov](http://www.DoNotCall.gov)
- [www.ClearlyOrganizedLife.com](http://www.ClearlyOrganizedLife.com) (Clearly Organized, 617-633-2199, Boston, MA)

## Contact us:

- Email: [info@ClearlyOrganizedLife.com](mailto:info@ClearlyOrganizedLife.com)
- @LorenaPrime 
- [www.Linkedin.com/in/LorenaPrime](http://www.Linkedin.com/in/LorenaPrime) 



## ABOUT THE AUTHOR

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The Founder, Lorena Prime, has worked for several Fortune 500 companies, including 3M, Office Depot, and US Surgical/Covidien in Sales, Marketing, Training, and Information Technology.

She shifted gears after many years in Corporate America to start her own company so she could focus on her love of efficiency and employee productivity. She now works with individuals and businesses to streamline tasks and improve personal productivity.

Through her seminars and coaching sessions, she teaches life-long time management and organizing skills to help people sleep better, lower anxiety, get more out of every day, and bring control back to their lives.

Lorena is a frequent contributor to blogs, magazines, newspapers, and books. She has been a guest on several radio programs and even helped create a local half-hour television show in Boston on organizing. Lorena is a graduate of Lawrence University, Appleton, Wisconsin with a degree in Mathematics.

See [www.ClearlyOrganizedlife.com](http://www.ClearlyOrganizedlife.com) for more information.

