5 Ways for Speeding Up Your Paperwork

In our so-called "paperless society," you can choose to trip over piles of paper on the floor or set up a simple filing system making the names of the labels "creative." Here's how:

1. **Set up an "In-Box."** Make sure there's a permanent place where you can put all your paperwork when it arrives in your home or office.

2. **Use a step file sorter** (Office Depot, Staples, etc.) or a plastic, portable file box (preferably with a handle). Gather some manila file folders and a Sharpie for labeling the folders.

3. **Place a recycling bin or large trash** can near the location where you will be disposing of junk mail and sorting papers into labeled folders.

4. Next, label your folders:

   Gotta Do. This will hold any item you need to take action on later.

   Think About This. For special offers, brochures, or items you might consider buying or activities you're considering doing.

   Refer to Others This is for items you aren't able to deal with yourself. It could be mail for your spouse or co-worker.

   File Pile. Any items that need filing.

   Read Later. Place articles and information here to read later.

   Awaiting Answer. This is for any item on which you are awaiting an answer from someone.

   Pay Up (or *"Expenses"* if at work). This is for bills to be paid at home or work-related expenses.

   Tax Info. Any tax-related items for Uncle Sam.

   Hold for Later. Place your concert tickets, seminar info, etc. here. (No, it's not for holding your parking tickets.).

5. It's important that you "sort" all your paperwork <u>first</u> before you do any of it. You'll have smiles, not piles of mystery papers. Once every item is sorted, start with your "Gotta Do" file and get to work.

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