## 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.)

 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.