

Timely Paper Management



Simple rules, sticky notes, and file folders streamline time and paper piles.

Handling Papers

Try to handle each paper once with a prompt response, filing it, or discarding it.

1. Choose what papers to have switched to online delivery to have digital information instead of paper records. Be sure to have these in well-labeled folders or in your online account. That makes it easier to find the information.
2. When a paper can't be dealt with quickly, attach a sticky note with the next step to be done, such as information needed. The little note saves re-reading the paper to recall what is needed. For future filing or receipts to hand in, write the category a receipt will be charged to (youth, curriculum, church supplies)
3. Use an upright file holder to organize papers that can't be quickly filed or disposed. Use colored folders or tabs as quick codes, such as a green for receipts, blue one to hold recipes, or black for bills. This organizes the slush pile.
4. Remember the acrostic F-A-S-T
 - F-ile documents and important information
 - A-ct on bills and current information quickly
 - S-tore, or schedule to-do papers in an easily retrievable manner
 - T-oss any paper not needed
5. Schedule recurring, written tasks. These include handing in receipts, writing appreciation or sympathy notes, and paying bills.

Vertical Piles

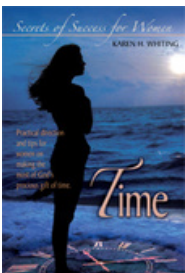
Let's face it. Some papers belong in piles, not files. Temporary papers like documents for filing a current insurance claim, the forms you need to fill out for your children's activities, and some thank you notes to send,

But horizontal piles don't work well. Things get lost. Even if you know where the paper you want is located in the file, it takes time and effort to find it. Papers can slide and move around on their own or sometimes escape completely.

The solution is to use a file crate to create a vertical, not horizontal pile. These file crates are open topped crates that hold hanging files and can be found in any store that carries office supplies. Most are about 12 inches by 12 inches or a little larger. You can carry them around or perch them on your desk. In addition to this, you will need a package of sticky notes and a marker or pen.

- Every time you have a paper that needs filing, slam-dunk it into one of those crated hanging file folders.
- Turn the sticky note upside down, label it something like, Doctor's Form for Soccer, church event, or Birthday party plans, and attach it to the top of the file so the words stick up like a file tab. When you remove the needed paper, zip off the sticky note and recycle the hanging file.

Don't think of this arrangement as a temporary file. Instead, call it your Vertical Pile and use it like one.



For much more on time management buy the book all the tips came from

***Secrets of Success for Women: Time* by Karen Whiting**