



Filing made easy

Whether you are filing in the classroom, at home or in the office, it is challenging getting motivated to do it. Trust me when I say, "No one likes to file!" What? My clients are always surprised to hear that I don't like to file either. So what's a person to do? Follow 3 simple rules.

Rule #1 FILE AS LITTLE AS POSSIBLE! That's right. Ask yourself why you need to save it before you file it. If you don't need it for tax records or the information can be found online, consider shredding or recycling. Remember, 80% of what we file is never accessed again.

Rule #2 KEEP IT CLOSE & UNOBSTRUCTED. If you have to walk up the stairs, across the room or into the garage to file something, you can forget it. Not going to happen! The closer that file cabinet, the better. And for those of you that have large items blocking your file drawers, it's no wonder you set the papers on top instead of filing!

Rule #3 USE GENERAL CATEGORIES. Probably the number 1 common error I see in setting up filing systems is people naming their categories so specific that they can't remember what they named it and therefore never retrieve the item again. For example, instead of naming your auto files "van" and "jetta" which would mean looking under v and j for auto stuff, make an "auto" file. Place subcategories within the file if necessary using interior file folders.

You may be wondering what **my favorite** file system is and I would love to tell you. I use it myself and with all my clients and everyone seems to LOVE it! Here are 3 reasons to love it:

Love it #1 IT IS COLORFUL AND YOU CAN PRINT YOUR LABELS IN WHATEVER COLOR YOUR HEART DESIRES!

Love it #2 IT IS 3D. NO MORE BENDING OVER AND SIDEWAYS TO READ THE CATEGORY NAMES.

Love it #3 THE STRAIGHT LINE FILING METHOD IS SO MUCH FASTER AND EASIER TO SEARCH FOR DOCUMENTS. SEE ABOVE PICTURE ON RIGHT COMPARED TO PICTURE ON LEFT.

Wishing you the best as you calm the paper chaos in your space!

<http://www.officedepot.com/a/products/274593/Smead-Viewables-Labeling-System-For-Hanging/>

Sincerely,

Susan Stewart

Perfectly Placed

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