



Clutter Interrupted's **3 How Questions** for Processing Paper

1. **HOW** can I get rid of this paper?

- Trash
- Recycle
- Shred
- Out/Others

2. **HOW** can I get this done on time?

- Do it NOW if it will take less than 2 minutes
- Use an Action File

3. **HOW** can I find this when I need it?

- File in an Action File for short term papers
- File in a File Cabinet for long term papers

Three key components for organized paper:

- **Inbox** (9x11 box with removable lid)
- **Action File** (desktop file bin with hanging files)
- **File Cabinet**

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