



8 Power Tips to Conquer Paper Clutter

1. MINDSET

The 80 / 20 rule on Paper.

80% of the paper that comes into your home is _____.

The other 20% needs your _____.

You are a unique gift. Cop a positive attitude about what comes in.

Be _____ about the paper to be _____ to yourself.

Paper must _____ to stay in your life, your office, your home or your computer.

Notes

2. HABIT

Open your mail _____ and be standing near your _____.

Get a _____ if you don't already have one and be sure it is _____ and easily accessible.

Notes

3. MINDSET

Say _____ to paper as you go through life.

Sign up for _____ whenever it is available with your vendors.

Minimize the number of _____ you use. (Don't close, just put away)

Notes

4. **ORGANIZE**

All paper that you keep falls into only 3 categories

_____ - keep this accessible.

_____ - file this away but close by

_____ - this can be stored away

Notes

5. **ORGANIZE**

R _____

A _____

F _____

T _____ (recycle or shred, for mother earth)

Notes

6. **ORGANIZE**

Use wide _____ when you file. UTILITIES, not Electric, ISP, Trash, etc. Better still, _____ so most paper will go into one category per year!

Notes

7. HABIT

Follow David Allen, time management expert and author of Getting Things Done (<https://gettingthingsdone.com/>) _____ minute rule which states that “If an action will take less than _____, it should be done at the moment it’s defined.”

Notes

8. ORGANIZE

As well as a place for action items, have a _____ folder.

Notes