

Rules for Handling Paper.....A guide to help you find more time in your day.

Deal with it as it comes in.

A simple filing system from A to Z is essential with simple manila folders, and file everything under an alpha heading so you can find it again. For travel related documents file them under T for travel rather than Hotel, Meals etc.

For today's mail of 15 letters, BIN the useless junk mail right away. Prioritise all other mail.

For the most urgent tasks, place them in the Priority Action file on your desk and diarise it in your daily time management chart.

For the tasks that will take longer, break them into sections and allocate time each day to a piece of them.

For tasks that require a third party involvement, open a new folder to keep near your desk with that persons name on it and put the paper into the file. When you next see that person give them the paper from the file and let them deal with it.

For paper you pass on that needs a reply jot a small note on the paper such as reply required by....., then jot that deadline in your diary so you don't forget.

For information that you need to file, only keep the piece of information that is relevant, file it in the simple system and bin the rest. (I use a file for miscellaneous information I may need one day called Reg's Bits.)

For tasks that you need to chew over, keep them in an on desk file and put a red mark on the top right corner. Each time you review that paper put another red mark on it. 3 red marks mean it now needs to be dealt with and it goes into your system.

Have an assistant help you open the mail and delegate tasks immediately that need delegation.

The End Result.

If you deal with the paper as described above you will have a clear desk each night, will forget less, will have more work set in priority order and will meet your deadlines. Things won't get lost or forgotten. You'll have more time and less stress.

Oh Yeah ! I hear you say, but what about the mountain of paper on my desk now ?

Deal with it in the same method but put some time away each day or week to work on that backlog until it's done.

Regards, Reg Templer
Business Guerrillas