

"Steps to Overcoming Your Paper Anxiety"

Volume 4, 3/15/2010

Feeling overwhelmed with the enormous piles of paperwork you need to go through? Whether these piles are bills, the week's worth of mail, or tax paperwork. Take a moment and breath. Let's go through these piles together.

Things you need before starting, gather all the paperwork to your workspace or desk. This should be near your shredder, filing cabinets, and computer. Make sure you have your stamps, envelopes, address labels, checkbook, pop up notepad in 3 different colors (Red, Yellow, & Green), and pens as well.

Only allow the paper to touch your hands once. Make a decision on what to do and where it needs to be filed before the piece of paper leaves your hand. If there is an action, associated with this paper, place the pop up notepad top right hand corner hanging off the paper (so you can see it when it is in a pile) and write down what needs to be done.

Group by category. First, look for any similarities that may be in the piles paperwork. Suggested categories are:

'To Do immediately' (like bills to pay, bills to mail), to be completed within 1 hour following the sorting phase. Use Red pop up notepad.

'To Do within 5 hours' (like bills to file, junk mail to be recycled, junk mail to be shredded. Use Yellow pop up notepad.

'To Do within 1 week' (like mail brochures to read, magazines/catalogs to look through). Use Green pop up notepad.

Second, separate the stack of papers into piles by pop up note color.

Third, begin the process of completed the red tasks first, the yellow tasks second and green tasks last.

That's it! You are done! Taking your time and looking at 1 paper at a time is a simple way to not feel overwhelmed in the paper management process.

Happy sorting! *Sabrina*



Try It...Organizing

"No room for a desk. Try getting a wide portable according filing bin or wide filing briefcase which holds, bills, a place to file paperwork, and compartments to hold supplies like bills, checkbooks, envelopes, stamps, and pens. This bin can be stored in a closet and pulled out when needed."

Monthly Quote

"The value of any week is not limited to what we do in it; it also is in what we learn from it."

Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill

Source: *First Things First Every Day*, copyrighted 1997 pg 78

Check Out Our Services



Personal Assistant: Need help with weekly or monthly chores. Confidential Personal bill paying and Reconciling checking and credit card accounts, Setting up and tracking investment accounts in Quicken, Running errands, Movie cataloging, Customized grocery lists, **No contract. \$35.00/hour (on-site work) and \$25.00/hour (Virtual/off-site)! Contact us**

Organizing: Need ideas to organize your space, try **Solution Consultations.** you received a 1-2 hour consultation to discuss the goals for your space as well as an emailed Solutions Report detailing your goals with photos and links on needed products. **No contract. Give this service as a Gift! Visit our website for testimonials \$200.00 Contact us**




Administrative Support: Mail sorting and Reconciling Confidential business checkbooks and credit cards, Organizing projects, Confidential Accounts Payable and Accounts Receivable, Creating and Maintaining Filing Systems, Data entry, Typing documents (emails & letters) Creating documents in Microsoft Excel or Word, Website updates. **Visit our website for testimonials \$35.00/hr (on-site work) and \$25.00/hour (virtual & off-site)! Contact us**