

CHAPTER 9 WORKSHEET: PAPER

STEP 1 - SIMPLIFY: DECLUTTER YOUR PAPER PILE-UP

Worksheet 1	Checklist
How do you feel about the current state of your papers?	<ul style="list-style-type: none"><input type="checkbox"/> Complete Worksheet 1<input type="checkbox"/> Set up your workspace<ul style="list-style-type: none"><input type="checkbox"/> Gather supplies:<ul style="list-style-type: none"><input type="checkbox"/> Notebook<input type="checkbox"/> Post-its<input type="checkbox"/> File bin or file box<input type="checkbox"/> Hanging files<input type="checkbox"/> Three-inch transparent tabs<input type="checkbox"/> Three-inch colored tabs<input type="checkbox"/> File inserts<input type="checkbox"/> Label maker<input type="checkbox"/> Sorting bins<input type="checkbox"/> Sorting bin labels<input type="checkbox"/> Binder clips<input type="checkbox"/> Letter opener<input type="checkbox"/> Label your bins:<ul style="list-style-type: none"><input type="checkbox"/> Recycle<input type="checkbox"/> Shred<input type="checkbox"/> Digitize<input type="checkbox"/> To-do<input type="checkbox"/> Other _____<input type="checkbox"/> Pull everything out and group like-with-like<input type="checkbox"/> Process your paper<ul style="list-style-type: none"><input type="checkbox"/> Make active files<input type="checkbox"/> Make accessible files<input type="checkbox"/> Archive<input type="checkbox"/> Wrap up<ul style="list-style-type: none"><input type="checkbox"/> Remove trash and recycle<input type="checkbox"/> Shred papers or take them to a shredding facility<input type="checkbox"/> Scan or digitize any papers that can go paperless <p>Note: Use your notebook to track anything you need to do, replace, repair, or buy.</p>
What do you want to feel when you encounter a paper pile in your home?	
What is your current process for handling paper as it enters your home?	
What is your ultimate objective for paper processing? For example, do you want to go paperless or get everything filled and archived?	
What are you willing to let go of to make that a reality?	



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STEP 2 - STREAMLINE: OPTIMIZE YOUR PAPER-PROCESSING SYSTEMS

Worksheet 2	Checklist
What organizational papers systems are working in your home?	<ul style="list-style-type: none"><input type="checkbox"/> Complete Worksheet 2 <input type="checkbox"/> Create zones<ul style="list-style-type: none"><input type="checkbox"/> Identify the areas in your home where you want paper to land<input type="checkbox"/> Assign each zone its intended task (i.e. mail sorting, bill paying, filing, storing)
What's not working?	<ul style="list-style-type: none"><input type="checkbox"/> Maximize space<ul style="list-style-type: none"><input type="checkbox"/> Inventory categories where product is needed<input type="checkbox"/> Take measurements as needed<input type="checkbox"/> Create a product list<input type="checkbox"/> Purchase new products for optimizing space <input type="checkbox"/> Implement storage solutions<ul style="list-style-type: none"><input type="checkbox"/> Install new product and file your paperwork
Where do you naturally process paperwork?	<ul style="list-style-type: none"><input type="checkbox"/> Label <p>Note: Use your notebook to list your zones, inventory categories, take measurements, and to create your product list.</p>
What can you change or add to make processing paperwork easier or more appealing (i.e. a desk and chair, a mail station, an active filing system)?	



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STEP 3 - STYLE: CURATE YOUR PAPER-PROCESSING STATION

Worksheet 3	Checklist
<p>Would you be more inspired to maintain your paper systems if you had a stylish system and tools to work with?</p>	<ul style="list-style-type: none"><input type="checkbox"/> Complete Worksheet 3<input type="checkbox"/> Replace mismatched containers, sorters, and paper storage with a cohesive set<input type="checkbox"/> Upgrade your paper storage with label plates or handwritten labels<input type="checkbox"/> Use 3-inch tabs
<p>What paper categories can you keep out and style into your space?</p>	<ul style="list-style-type: none"><input type="checkbox"/> Curate an inspiration board<input type="checkbox"/> Replace mismatched file folders, labels, and files with white ones for calm cohesion
<p>What paper categories do you want to add to your active files?</p>	
<p>What paper categories do you want to archive?</p>	

