Managing a Flood of Paper

- Apply the Handle-it-Once Rule. Read, act on if needed, file, or pitch in the recycle bin.
- Print only absolutely necessary e-mails or articles from your computer.
- Color coding labels can save time filing and retrieving documents.
- Keep more frequently accessed information within arm's reach.
- Take 15-30 minutes at the end or beginning of the day to file or trash documents.
- If you haven't touched a file on your desk for 3 months - file, archive, or throw it out.
- RECYCLE

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