



Office Management

Take Control, Get Organized With Better Paper Management

(NAPSA)—You may be able to save yourself time, trouble and money at home and at work.

Each year, U.S. workers lose countless hours of productivity retrieving misplaced information from messy desks and files. At home, bills, catalogues, junk mail and paperwork can stack up quickly leaving even the cleanest home a cluttered mess.

“Most people want to be more organized, but just don’t know where to begin,” says Cyndi Seidler, author and professional organizer.

In fact, people typically hold on to miscellaneous papers for one of three reasons: Indecision about what to do with the information; hesitancy to put something away that they may need to act on “later”; or, fear that if the information is put away, it will be forgotten.

As a result, the first step toward getting organized for most is simply managing paper better.

A place for everything and everything in its place

According to Seidler, the goal of paper management is simple, “Every piece of paper should have a home. If not, then it should be thrown away.”

Controlling the influx of paper requires diligent sorting and a simple, disciplined system for filing. In practice, Seidler cites only four decisions that need to be made with each piece of paper at home or the office:

1. Act on it immediately, or file it in an “Action” or project binder to act on later. Action folders may include “To Do,” “To Review,” “To Read,” “Bills to Pay,” or “Orders to Fill.” Project binders should include all information pertaining to a particular project (i.e., re-



searching a new business prospect, researching a computer or home purchase, etc.).

2. Route or delegate it.
3. File it for future reference.
4. Throw it away.

Once a decision is made, keeping papers organized is even easier with a variety of binders, binder tools and storage boxes from manufacturers like Wilson Jones, the inventor of the three-ring binder. Available nationwide at retailers like Wal-Mart and Office Depot, products like the Wilson Jones Impact Binder effectively hold project-related information together. Binders become even more user-friendly with tools like view-tab™ Transparent Dividers, which allow users to print tab titles on a standard piece of paper and place it behind transparent dividers for quick and easy segmentation.

For more tips on work space organization from Cyndi Seidler, and information about helpful organizational tools and promotional offers from Wilson Jones, visit www.wilsonjones.com.