



## HOT TIPS FOR OFFICE ORGANIZING & PAPER MANAGEMENT

1. Open and sort your mail daily. Purge all junk mail immediately.
2. Discard all outside envelopes. Unfold all paper so that it's flat.
3. Determine common categories for papers that need to be handled and set up manila file folders for each one. Use names that are meaningful to you and that will encourage you to take action.
4. Bills, bills, bills! Highlight the due date and mark your calendar. Staple or clip the remittance envelope to the bill. File in a "Bills to Pay" folder.
5. Use a graduated Step File to place all manila file folders that need to be at your fingertips, representing items that are current, ongoing, or pending.
6. For every new project, create a file folder for it.
7. Inside your file drawers, use hanging file folders for all major categories and manila file folders inside for the sub-categories.
8. Keep all frequently used supplies within your reach on or inside your desk.
9. Keep a log by your phone for recording voicemail messages. Check off once you have returned the call or taken the necessary action.
10. Last, but not least, if you just can't seem to get it together, call Jazz Personal Management for top-notch Professional Organizing help! ☺