

PAPER

Paper isn't a four letter word- but it may make you mutter them ;) We've got paper everywhere. This project is going to focus on your file cabinet... yes we ARE going there! And seriously it's not that bad once you get in the groove of things.

approx. time for initial project: 1-5 hours + shopping
maintain: yearly or whenever it starts to feel like it's "slipping"

You'll need:

- 3 boxes: Recycle, Shred, Trash
- Large garbage bags or shopping bags

PLAN

DEFINE YOUR STYLE + SYSTEM

What's your paper style girlfriend? I divide them into 3 categories: 1. Piler 2. Filer 3. Binders
You may find you like filing for certain docs and piling for another. It's ok to be a combo meal... I SO get it.
Read this and keep in mind that some of your paper is better suited for piling or binders and the rest can go back in the file cab. AND you hard core "filers" need to be open-minded ;) !

PILER Hi, I'm Krista and I'm a piler. I say a "pile" is just a flat file!... use labeled boxes to contain these files.

- financial docs
- bank statements
- bills that have been paid
- warranties/manuals

Choose nice looking boxes if they are going to be out in the open. If you are using closet shelves to store these puppies then fabulous can be taken down a notch but keep them functional-choose a box that holds letter/legal size docs. AND label.label.label so that you know where you put what!

FILER Nice + neat all in a tidy labeled row. I like a nice clean looking filing system. Manila + pine green hanging files though... not so much. I prefer light gray hanging and white file folders.

Use your file cabinet as a *somewhat* active space. There's a stat about never looking at 80% of what you've got tucked away in there.... And once you sift + sort I bet you'll find that to hold true!

File Must Haves: [keep in mind you don't need a file for every single piece of paper you house...think bigger so you don't 'Uber Organize' yourself.

I've also included a VIP doc that you can just pull up, customize, print + slap on your files!

- **Vital Docs-** for your Passport, Social Security statements + cards, Birth Certificates, Medical Records. [all things you would need if were to evacuate your house]
- **Wishes + Dreams-** of course you can have a file for the stuff you dream about ;)
- **Current Taxes-** keep a file for all things related to current taxes-this makes it super easy to drop the donation receipt in or your paid property tax bill.



Files v. Hanging Files- I like to use both. Use hanging files for broad categories with file folders for the smaller categories. example. Hanging File tab reads: INSURANCE files read: Auto House Medical
*I also recommend you use the big 3” tabs [they don’t come w/your hanging files only the standard smaller size does] so that you can use a larger font + complete words. Don’t forget you can increase the bottom size of your hanging file by using the perforated lines at the bottom. If you’ve got a lot to file you’ll have to go green and use the ‘box bottom’ hanging files.

Tab Placement- I like to left justify mine. The left, center, right tab thing makes me dizzy.

BINDER GIRL If you’re a binder-girl you are drawn to binders + love to keep all your paper 3-hole punched and quite possibly sheet protectors make you smile ;). The best items to place in a binder are items that you reference most often. I like to use tabbed, pocket dividers in my binders!

- Phone lists
- Account numbers
- Passwords
- Schedules

THE PROCESS

SIFT + SORT

There’s only one way to do this... and that’s to touch, read, and decide what to do with each piece of paper. Print out the VIP doc “Office Organizing Signs” to guide you through this process. It’s also great to use containers to house the papers while you are sorting them... that way if you need to clean up you can do so without creating one really humongO pile of paper that won’t make sense when you go back to them!

A few extras that will make this go smoother:

- 3 large boxes, titled: SHRED RECYCLE TRASH
- Pull out 1 file at a time.
- Go through file, make decisions as you touch each piece of paper.
- Place ‘keeper-papers’ in their “new home”, LABEL as you go OR use post-its for temporary labels.

MAINTAIN THE SHEBANG

- Purge yearly or while you are on the phone [on hold of course!]
- If you need a new file, make it easy to create it. Keep a hanging file in the front of your file cabinet with a handful of file folders and tabs along with the extra labels you printed out.

Other Related Paper Projects

- Mail center
- She Office
- Keepsakes
- Taxes

