

questionnaire 1 your paper organizing goals

The purpose of this first questionnaire is to help you figure out what you want for you and your paper. In other words, use this questionnaire to help establish your paper organizing goals.

1. In general, how do you feel about the current state of the paper in your home?

2. If you feel as if your paper is controlling or overwhelming you, think for a moment what it will be like when you are in control of your paper.
 - * How will you feel?

 - * What will your flat surfaces look like?

 - * What will you be able to do that you aren't able to do now?

3. Are you aware of anything you say to yourself about your current paper situation? If so, list your self-talk in the space below.

4. How much time do you allocate each day (or week) for handling the paper that comes into your home?

5. Do you feel like you spend too much/too little/just the right amount of time dealing with your paper?

6. How do you feel about the amount of paper that comes into your home—is it too much or just right?

7. In an average week, how much time do you spend reading?

8. Do you have any environmental goals in terms of your paper? In other words, is it important to you to reduce your consumption of paper in an effort to help protect the environment?

9. Do you have a designated spot for handling your paper, and if so, does it work well for you?

10. When doing tasks such as paperwork, do you prefer to be with people or would you rather be alone?

11. Are you solely responsible for the paper that comes into your home, or does anyone else in your household help with processing and handling paper? If not, is there anyone who could?

12. How do you currently handle the mail and other paper that flows into your home on a regular basis?

13. Are you aware of any habits you have in terms of paper? For example, do you put off going through the mail and instead let things stack up? List any habits in the space below.

14. What paper systems or storage solutions are you currently using? (e.g., in-boxes, binders, stacks without a container, stacking trays, file cabinets, file folders, etc.)

15. Which of these systems is working well for you?

16. Which systems are not working well for you?

17. Have you used other systems in the past that worked well for you, for example, at work or in a different home?

18. Are there any paper systems you've been tempted to try, but haven't tried yet? What is it about that system that piques your interest?