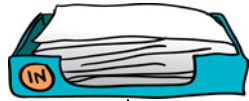


# paper organizing process at a glance

step 1: collect



For each piece of paper ask:

step 2: decide

question 1: Is this paper my responsibility?

no



Put in paper owner's collection system.

yes

question 2: Do I need or want this paper?

no



Shred paper with personal info.

OR



Recycle other paper.

yes OR I don't know...

question 3: Is this paper actionable?

no

question 4: How often will I want or need to refer to this paper?

frequently

not very often

step 3: store



Store paper in reference system.

step 3: store



Store paper in archive system.

step 3: act now

yes and now

step 3: store

yes but later



First, set up a reminder or trigger to take action.



Then, store paper in action system.

step 4: act later