paper systems overview

ACTION SYSTEMS			**REFERENCE SYSTEMS**	**ARCHIVE SYSTEMS**

action file box and / or tickler file

* bills to pay
* invitations
* event flyers
* sign-up sheets
* permission slips
* homework
* study guides
* order forms / fund raising forms
* appointments
* receipts to enter
* _____
* _____
* _____
* _____

shopping + errands center

* coupons
* grocery lists
* errands lists
* recipe binder
* _____
* _____

message center

* to-do lists
* chore lists
* phone messages
* _____
* _____

incubator

* artwork
* completed work
* memorabilia
* _____
* _____
* _____

project center

* project papers such as web print outs, magazine clippings, etc.
* project supplies

reference file or binder

* phone directories
* magazines
* warranties
* user manuals
* business cards
* store coupons
* carryout menus
* _____
* _____
* _____
* _____
* _____
* _____
* _____

fire safe or safe deposit box

important and / or irreplaceable items like legal and insurance documents, and investment records.

* _____
* _____
* _____
* _____
* _____
* _____
* _____
* _____
* _____

reading basket

* books
* catalogs
* magazines
* newsletters
* e-zine printouts
* newspapers
* _____

other action system

* _____
* _____
* _____
* _____
* _____
* _____

other action system

* _____
* _____
* _____
* _____
* _____

recipe binder

recipes from friends, websites + magazines

receipts file

* receipts for tax deductible items
* receipts with possible returns

other archival storage

* receipts—major purchases
* tax returns
* memorabilia
* _____
* _____