



The Organised You
TAKE BACK YOUR LIFE

PAPERWORK WORKBOOK

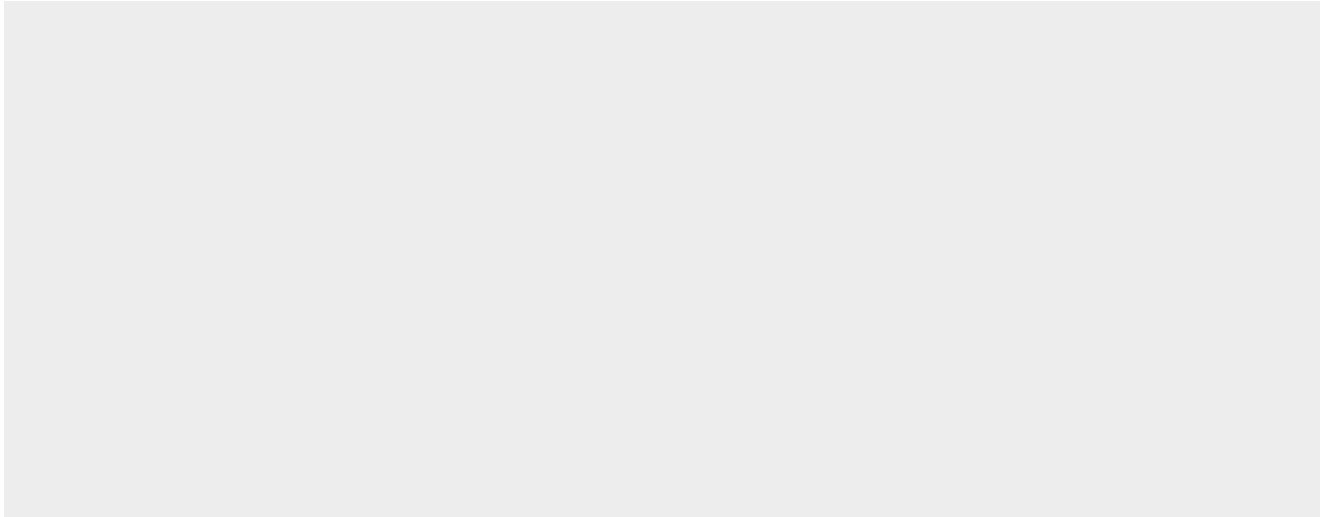
SET GOALS AND PRIORITIES FOR GETTING
YOUR PAPERWORK UNDER CONTROL



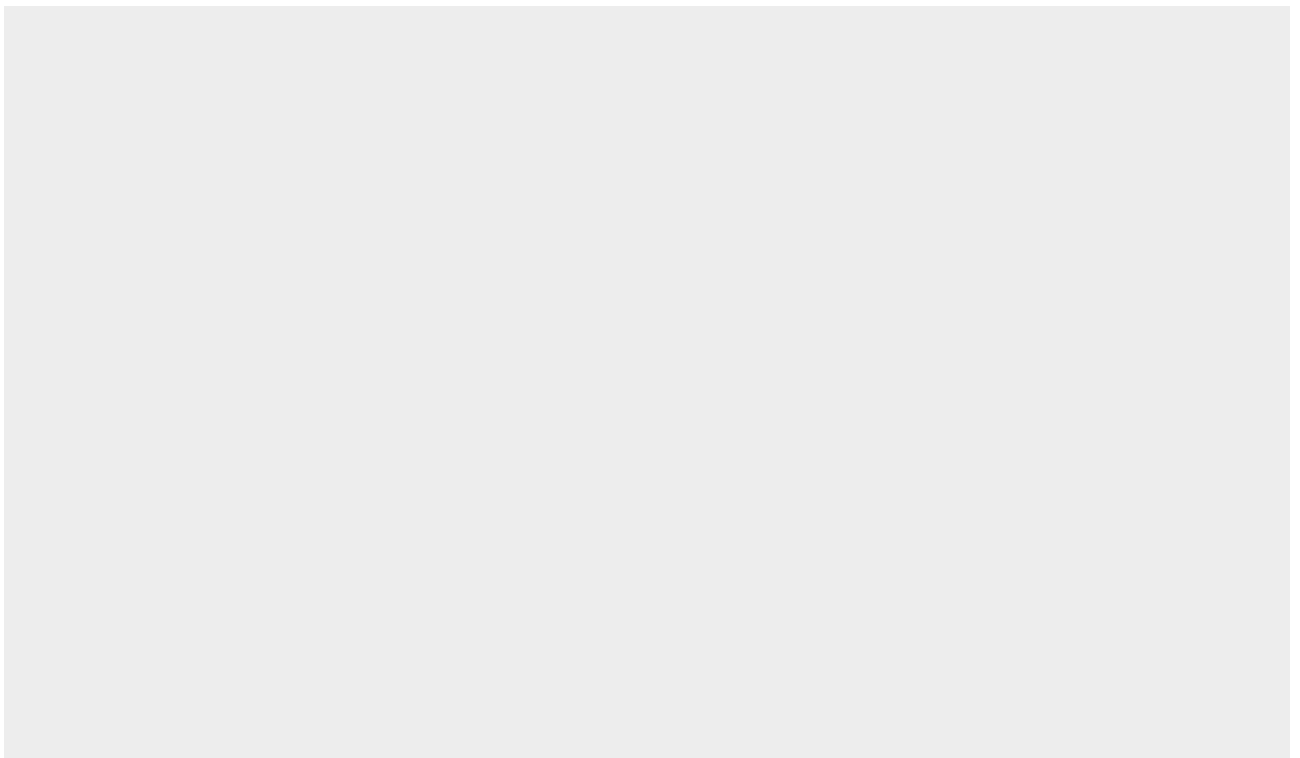
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ORGANISING YOUR PAPERWORK - THE WORKBOOK

1. Take a quick tour around your home's high-traffic areas, such as the entryway, kitchen and living room. Take note below of the different types of paperwork you can see lying around (*i.e. letters to post, mail, invitations, kids' artwork, school information etc*)



2. Record below any paperwork that is piling up on the flat surfaces of your home (*i.e. bills, receipts, junk mail etc*)



3. Considering all the different types of paperwork you've just noted, it's time to determine your **top 3 priorities** for getting it organised.

Is it so you can keep track of everyone's schedule and upcoming events; to reduce the amount of paper clutter accumulating in different areas of the home; or to have a functional system for sorting incoming paperwork?

Record your top 3 priorities below.

<u>PRIORITY 1</u>	<u>PRIORITY 2</u>	<u>PRIORITY 3</u>

4. Once you've determined your priorities, you'll need to create some functional systems for your home. [Use this blog post](#) [that includes the best paperwork organising ideas] to choose which system you'll need to set up in order to meet your goals and record below.

For example:

Priority #1: stay on top of paperwork clutter = **System #1:** incoming paperwork sorter.

Priority #2: stay on top of everyone's schedules = **System #2:** a family calendar.

5. **Priority #3:** organise receipts = **System #3:** receipt sorter.

<u>SYSTEM 1</u>	<u>SYSTEM 2</u>	<u>SYSTEM 3</u>

6. Make a list of the materials you'll need in order to set up your 3 new systems. i.e. filing system - you may need a new filing cabinet or large basket, and colour-coded files to categorize. Organising stationery supplies may require drawer dividers or small baskets/boxes etc. Try shopping your own home first for things you could use/customize, rather than blowing the budget on supplies!

SYSTEM

MATERIALS



7. Mark out a time on your calendar for creating and setting up your first system to help you meet your number 1 paperwork priority. **Do it now** so it's not something you're putting off for 'later'!
8. Use the free resources in [The Organised You Resource Library](#) for extra assistance and ideas with setting up these new systems!

Want to be more productive and efficient in your daily life?
Want to create more *calm and order* in your life?

Check out The Productivity Pack:
<https://courses.theorganisedyou.com/p/productivity-pack>

For only \$7, the Productivity Pack will help you to stay on top of your to-do's, set goals, plan your time and create routines, all in one place!