



The Organised You
TAKE BACK YOUR LIFE

HOW TO DEAL WITH THE PAPER PILES

A STEP-BY-STEP GUIDE TO HELP YOU
TAKE THE IMPORTANT FIRST STEPS FOR
GETTING IN CONTROL OF THE PAPER PILES



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HOW TO GET ON TOP OF THE PAPER PILES

I feel passionate about paper organisation because I know just how much stress and overwhelm paperwork can cause. Whether you have what feels like mountains of paper piles throughout your home; or one huge pile on the kitchen bench; or lots of little paper piles scattered throughout your home — it is so important to have systems to deal with it!

The first step in getting your paperwork under control is what this freebie will walk you through.

I know firsthand how important this phase is, not only because I have been through this process myself, but because I've seen the impact of effective paperwork systems for my clients. So let's get to it!

FIVE REASONS WHY FINDING OUT WHERE THE PAPERWORK IS COMING FROM IS CRUCIAL FOR GETTING IT UNDER CONTROL

1. You can see exactly **which types** of paperwork are cluttering up your home - which are the biggest culprits, which you need to set up systems for, and which you've already got under control.
2. When you know your paperwork categories, you'll be able to create **more effective** paperwork systems and create order from the mayhem.
3. You'll be able to implement some great strategies for **cutting down on the inflow** of those biggest categories when you know exactly what they are.
4. You'll feel **more in control**, as you'll know the types of paperwork that are coming in daily, and which types are safe to file, throw out, archive, save.
5. You'll save a huge amount of **time and energy** on a daily basis, when you know exactly how to deal with all the paperwork.

YOUR ACTION STEPS

STEP 1.

Choose a time mid-week to undertake the task of finding out where your paperwork is actually coming from. By mid-week, you're likely knee-deep in 'busy-ness' and the paperwork will have had a proper chance to build up!

Mark in your calendar or diary when you will complete this task.

STEP 2.

Use the table below to go through the main 'drop spots' in your home and put a mark next to the type of paperwork you find on any flat surfaces. At this stage, you're not worrying about paper that is contained within filing cabinets, cupboards, drawers etc - this exercise is solely for categorising the paper piles.

	ENTRYWAY	KITCHEN	LIVING ROOM	HOME OFFICE	OTHER (i.e. bedrooms)
Mail / letters					
Junk mail					
Magazines					
Newspapers					
Invitations					
Upcoming events - i.e. work, school, kinder					
Bills					
Reminders i.e. car service, dentist reminder, vouchers					
Receipts					
To-do lists					
Household tasks schedule					

	ENTRYWAY	KITCHEN	LIVING ROOM	HOME OFFICE	OTHER (i.e. bedrooms)
Work information					
Children's paperwork - school info, artwork, writing, awards					
Medical information					
Meal planning and/or shopping lists					
Household repair info					
Warranties and/or manuals					
Financial information i.e. bank statements					
Home decorating ideas / pictures					
Insurance info					
Other _____					
Other _____					
Other _____					
Other _____					

STEP 3.

Looking at the table above, which categories are causing the majority of paper clutter throughout your home? *List the top 3 sources below:*

1. _____
2. _____
3. _____

STEP 4.

Time for a *'brain dump'*! I want you to list as many ideas as you can that will reduce or eliminate these top 3 sources of paper clutter.

Some examples:

- opt to receive your bills online rather than hard copy
- automate bills with online pay so you don't even have to receive bills
- cancel subscription to newspapers or magazines that you rarely read, or opt to read the digital format instead
- put a 'no junk mail' sign on your letterbox
- get rid of any junk mail or junk letters on the way back from the letterbox - put it straight in the recycle bin so it doesn't even have a chance to enter your home
- have a specific spot for placing daily mail (i.e. 'mail bowl' or holder) so nothing gets lost and everyone knows where papers belong, especially if different family members collect the mail each day
- commit to undertaking a daily 5 minute paper sort

List your own ideas below >>

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STEP 5.

Choose your best 3 ideas from your brain dump, and take action to implement them straight away.

List your top 3 ideas below:

1. _____
2. _____
3. _____

Schedule these tasks onto your calendar, weekly planner or to-do list and be sure to actually follow through with DOING them!

Join us inside [Home Balance](#) - our private Facebook community - and let us know when you have taken ACTION!

To wrap things up, I want to leave you with this. I KNOW that getting your paperwork sorted can take dedication, patience and time. But paperwork is NOT something that will just magically disappear, so you need to have great strategies for getting it under control.

I know you will be able to create great daily habits and systems for doing just that!

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!