

Listening Guide part II - Filing Paper

Take control of your paper flow by establishing a more efficient filing system. Think of what a relief it will be to have organized files every day - instead of the messy piles and stacks of papers that greet you now!

Step 1: Get the Supplies You Need

Step 2: Set Up Your Master List - The Key to the System

Step 3: Using the 5 Categories

Step 4: Selecting and Using Colors

Step 5: Working with Tabs & Folders

Step 6: Gather Your Papers

Step 7: Sort Your Papers

Step 8: File Your Papers

Step 9: Naming your Files

Step 10: Maintain Your System

Supplies:

- 4-drawer (or 2 2-drawer) filing cabinet.
- 4 Boxes (100) Hanging File Folders any brand; same color (1/5 cut)
- Hanging File Folder Frames (one for each file drawer)
- 1 Box of Box Bottom Hanging File Folders
- 1 Box of Manila File Folders, tri-cut
- 1 Box of File Folder Labels - Assorted Colors (brands: Avery or Maco)
- 4 pkgs of CLEAR Plastic Tabs (1/3 cut)
- 1 pkg of 6 stacking trays
- 1 Filing Crate
- 1 Pkg of Letter/Legal Boxes - white
- 1 package of tiny self-stick notes (1"x2")
- 1 felt tip pen

(Papers that aren't ready to be filed yet...)

- 1 desk top file folder holder (To hold your Action Stand-Up Files)
- 1 Meade Composition Book (Time / Distraction Management)
- 1 Jan - Dec accordion file (Monthly Receipts and Statements)

Create your Master List:

Step 1 - Decide on the colors for your master list areas

Step 2 - Select a color for each area and put a file label over it



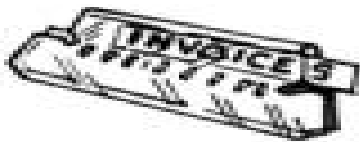
Create your file tabs:

Step 1 - Select the color needed

Step 2 - Place a color label on the cardboard tab insert

Step 3 - Place the cardboard insert in the plastic tab

Step 4 - Put the plastic tab on the hanging folder in the far right or far left position



Set up your hanging file folders:

Step 1 - Place all files of the same category color in alphabetical order, one behind the other

(note - do not stagger file positions)

Step 2 - Continue filing until all papers are filed.



