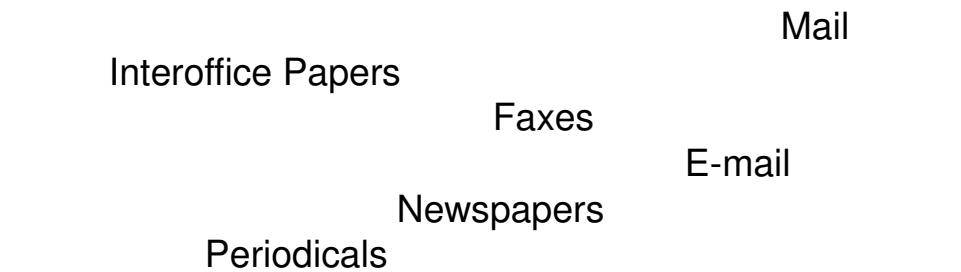


Paper "TRAF"fic

PAPER FLOW CHART



DESK

TOSS

File 13

REFER

Put in out box for distribution.

ACTION

Letters, calls, proposals. Put in action section on desk.

FILE

Read or study. Active files or closed transactions, storage.

- **ONLY TOUCH EACH PIECE OF PAPER ONCE.**
- **DON'T READ ANYTHING YOU DON'T HAVE TO.**
- **DELEGATE PAPERWORK WHEN POSSIBLE.**
- **DON'T SPEND TIME DECIDING HOW TO FILE YOUR ITEM.**
- **"WHAT IS THE WORSE THING THAT WOULD HAPPEN IF I THROW THIS OUT?"**

After reading Stephanie Winston's "Organized Executive" I put this together.

Created by Dean Naughton (@dean411). For more information email info@dean411.com.

For more helpful documents, videos, and trainings go to www.dean411.com.