Paper "TRAF"fic

Paper Flow Chart

Mail

Interoffice Papers

Faxes

E-mail

Newspapers

Periodicals

DESK

TOSS	REFER	ACTION	FILE
File 13	**Put in out box for distribution.**	**Letters, calls, proposals. Put in action section on desk.**	**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.

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