

Tips for Paper Clutter

Another excerpt from Chapter 8: "Clutter Busting" in
THE PROCRASTINATOR'S HANDBOOK

by Rita Emmett

- Feed the wastebasket
- Get rid of what you don't need
- Skim material as soon as it arrives
- Don't even skim junk mail; just toss it
- Pass on to the appropriate person any papers someone else can handle
- Find a place for everything worth keeping and put the papers where they belong
- Realize the world won't end if you get rid of it
- Recycle it
- Ask yourself: Do you really want to be caretaker of this paper? Do you really want to devote precious space to this?
- Handle each piece of paper only once
- Get rid of it

(Reprinted in Rita's free, monthly "ANTICRASTINATION TIP SHEET". To subscribe, go to [www. RitaEmmett.com](http://www.RitaEmmett.com) & click on subscribe button)

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