



We are going to continue our “trip around the house” and this month we are going to travel to the home office . . .

### **CAN YOU SEE THE SURFACE OF YOUR DESK???**

We do NOT live in a “paperless society” yet . . . so we need to have strategies to deal with our paper clutter! Commit to dealing with your paper piles on a regular basis.

- Set your timer for 15 minutes at least two times a week. Work hard and fast for those 15 minute intervals and tackle your paper.
- Make sure you have a recycling bin in your office. Put the recycling into the bin right away instead of starting a “to go to recycling” pile!
- Keep a portable file folder for those things that you “need to read” and grab this file the next time you will be waiting in the doctor’s office or waiting to pick up children from their extracurricular activities.
- Handle paper once! The statistic is, on average, we handle paper nine times before we deal with it! To help you become aware of how many times you handle paper — do the “MEASLES” test. Every time you pick up a piece of paper, put a red dot (with a pen) in the upper right corner. When the paper accumulates so many dots that it looks like it has the measles — you will realize how many times you have handled it.
- Remember these catch phrases:
  - Keep up or it will heap up
  - File it, don’t pile it

To learn more about “Getting It Together”, visit us at [www.heartofthematter.ca](http://www.heartofthematter.ca)

***In order . . . . to live a life of purpose***