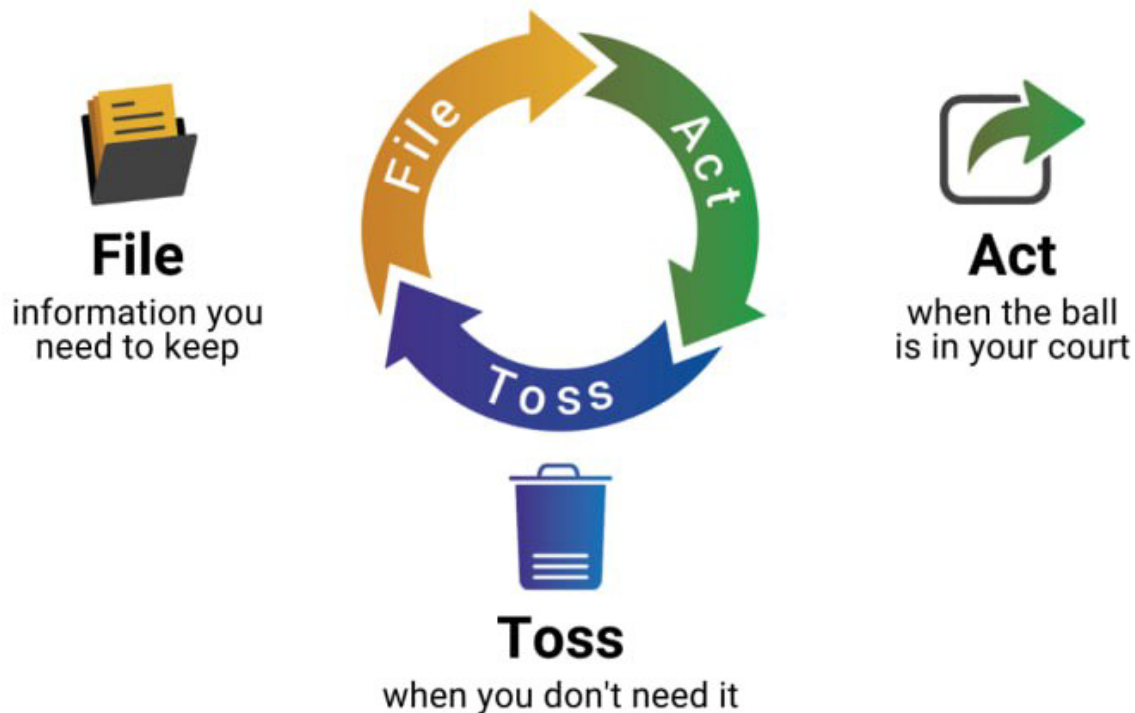


SYSTEM

SAVING YOU SPACE TIME ENERGY MONEY

Clutter is Postponed Decisions®

The File-Act-Toss System™



THE MAGIC 6™

Six Components of a Productive Office

1. Desktop Tools
2. Wastebasket, Recycle or Shred
3. Calendar
4. Contact Management
5. Action Files
by Date, Type, or Topic
6. Reference Files
Personal, Business, Archive

File, Act or Toss? Practice the

ART OF WASTEBASKETRY®

to help you decide

- Does this item require action?
- Can I identify a specific use for it?
- Is it difficult to obtain again?
- Is it recent enough to be useful?
- Are there tax or legal implications?
- What is the worst thing that can happen without it?

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