

10-Minute Paper Organization Checklist

1. Gather Your Papers

- Collect papers from counters, desks, backpacks, and mail piles
- Keep a basket, bin, or cardboard box nearby
- Place an expandable bin near entryway if possible

Tip: Quick collection makes sorting much faster!

2. Sort & Declutter

- Action / Urgent:** Bills, forms, tasks to do today
- Receipts:** Keep temporarily for returns or tracking spending
- To File / Scan:** Important documents to save
- Recycle/shred papers older than 2 years

Tip: Label your folders clearly for faster filing.

3. File or Scan

- Use a folder, binder, or bin for papers to keep
- Scan papers with your phone for digital storage
- Keep categories clear and labels visible

Tip: Even scanning a few papers per day keeps clutter manageable.

4. Daily / Weekly Maintenance

- Spend 1-2 minutes daily sorting incoming papers
- Check Action folder daily
- Empty other folders weekly
- Keep receipts only as long as necessary

Tip: Consistency is key – small daily steps prevent big piles!