

"In"

DECISION

Ask Yourself

- Does it require any action by me/us?
- Are there tax or legal implications?
- Is it recent enough to be useful?
- Is it difficult to obtain again?
- Is it beautiful, useful or loved?
- Can I identify specific use?
- Does it reflect the person I was or the person I am now?
- *What is the worst possible thing that could happen if I get rid of this?*

Success



ACT

REFERENCE

TOSS

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • When the ball is in your court • In Box • Calendar - Planner - Palm® - PDA - BlackBerry®, etc. • Project Files (alphabetical or numerical) • Action Files <ul style="list-style-type: none"> ➢ Date Files (1-31/Jan-Dec) ➢ Permanent Actions Files (frequently repeated activities like phone calls to make, bills to pay, delegation, etc.) | <ul style="list-style-type: none"> • Information/things you have decided to keep. • Contact manager - address book - Rolodex® • Archive or Storage Room • Reference Files <ul style="list-style-type: none"> ➢ Business/Personal Reference ➢ Central Reference ➢ Quick Reference ➢ User's Manuals ➢ Archive | <ul style="list-style-type: none"> • Toss = <ul style="list-style-type: none"> ➢ (file 13) - Throw Away ➢ Shred ➢ Recycle ➢ Donate ➢ Sell ➢ Move to another room • Things you do not need. • Things that do not belong in the room you are working in. |
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Set Your Target - Throw Your DART - Visit <http://bit.ly/zTj10> for more on this system.

You don't have to do it our way, because we help you find YOUR way!™