

Managing Time and Workload Series

Simple Tips for a Stress Free Day

Handling Paper

I have a theory that we often take refuge in tidying and sorting paper. It comforts us. By tidying our desk and taking control of 'paper' we take control of our work lives and it comforts us. When our desk is tidy and all things are in their place we feel as if our world is ordered – things are under control.

It feels quite the opposite when the paper piles and we can't for the life of us remember where that memo is or where we put that report we need in five minutes!

Get control of your paper and follow these simple tips:

- Create **non prime** time for paperwork – stick to it.
- Handle paper once.
- Throw away/recycle old drafts.
- File - Don't - pile.
- When you find items you have avoided reading ask, how likely am I to read this? How important is this? If it's unimportant treat it as such.
- Try limiting written responses to one page.



Professional and Personal Development

John Pritchard - 01233 646605 - www.enlighten-uk.com - info@enlighten-uk.com