

Productive to the Max

Productivity

Performance

Profitability

Proper Information System for Paper and E-mails

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Establish your workflow from the start. Determine what you do and where you do it. Draw a small plan. Declutter your office (see MaxTips Volume 1).

- **Reduce what is coming in.** Unsubscribe to all mailing lists. Send back what you don't need or want. Say no to projects that are not within your scope of work.
- **Create a proper environment.** Get an inbox or label it. Use a basket or some wonderful container, even a laundry basket (sometimes that paper does pile up!) Empty your paper and e-mail inbox three (yes that's 3) times per day. Plan it on your calendar.
- **Open it.** Get rid of inserts and envelopes. Follow the 4 D's. Dump, Delay, Do, Delegate.
- **Set up files.** Either step files on your desk, or file systems in drawers, on desktops or on rolling files for: To Do, To Read, To File, By Project, By Person.
- **Plan time to perform all your tasks.** Before placing anything in a file, plan time on the calendar to perform the task. Combine common tasks (for example all administrative tasks in one chunk of time). ***This is the missing link to completing your paperwork.***
- **Set up files for all your paper and e-mail.** Remember that 80% of what we file is never looked at again. So be choosy with what you keep.
- **Set up broadcast categories according to how you work.** The categories can be by project, by employee, by department. For home offices the files can include financial, legal, home, children, memorabilia etc.
- **Label and alphabetize** or arrange chronologically) every single file. Don't overstuff. Use shelves, extenders, space dividers to separate into small sections **Make sure files are easily accessible;** that they slide properly and that you don't break any nails while accessing the papers.

Ensure that everything has a home in your office. For then you will truly feel at home and very productive in your organized environment.