

Project: Simplify

Hot Spot #2 | Paper Clutter



Here are the tools you'll need this week:

- A large box
- A smaller “to be shredded” box
- A smaller “take action” box
- Shredder (you don't have to get all fancy -- I got ours at Target)
- Trash can, for the rare occasion some paper isn't recyclable (almost nothing these days)
- Cleaning supplies (check Appendix A in *Organized Simplicity* for my homemade recipes)
- Calendar, either analog or digital
- Pen or pencil
- Any organizing supplies you might want -- receipt stabbers, drawer dividers, repurposed boxes, etc.
- Scanner or digital camera (optional)
- File folders (optional)
- cleaning supplies (check Appendix A of *Organized Simplicity*)

Here's the basic plan for attacking your paper:

1. Gather all your loose papers in to one large box.
2. Surround yourself with this main box, your recycling bin, your trash can, your “to be shredded” box or your shredder itself, and your “take action” box. Keep a pen or pencil nearby.
3. Start a movie marathon, IF it won't distract you.
4. Start at the top, and work through the main box one sheet of paper at a time. Put things in the “take action” box, the “to be shredded” box, the recycling bin, or the trash can.
5. After you've emptied the main box, return to the “take action” box and -- well, take action.
6. Once all your paper has been processed, create a spot for paper to land where it can be processed weekly from now on.
7. Take steps to minimize future paper clutter (go paperless with your bills, etc.).
8. Rinse and repeat, either weekly or monthly.