

A Simple Process for Organizing Your Paperwork

Presented by On My Way Concierge

This easy, five-category system helps you quickly decide what to do with every piece of paper that comes into your home. It reduces overwhelm, saves time, and makes it easier to find what you need—when you need it. Use this process whenever you receive mail, documents, or paperwork.

Step 1: Start With One Stack

Gather all loose papers from around your home—mail, folders, bags, drawers, and surfaces. Don't organize yet. Just create one stack to work through.



Step 2: Sort Papers Into the 5 Categories

As you touch each paper, place it into one of these five categories below:

Action Papers <ul style="list-style-type: none">• Papers requiring immediate action.	Short Term <ul style="list-style-type: none">• Keep for less than a year.	Long Term <ul style="list-style-type: none">• Keep for several years.	Reference <ul style="list-style-type: none">• Info to look up later.	Memories <ul style="list-style-type: none">• Sentimental keepsakes.
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Step 3: Contain Each Category

Use folders, bins, or labeled files for each category.



Step 4: Maintain the System

- Sort mail weekly.
- Review Action Papers regularly.
- Clear out Short Term monthly.
- Review Long Term annually.



Final Thought

There's no such thing as perfect organization—only systems that work for your life. You can do this!

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