



Encore Professional Organizers, LLC

Lori Firsdon and Barb Warner

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Encore Epilogue

Get Organized... Get Noticed!

Managing paperwork continues to be a leading reason people are frustrated at work and home. This month we will begin to break down the types of paper you are dealing with and key techniques for filing.

Use categories to simplify paper management

Managing paperwork can seem overwhelming even though technology is now an essential part of our lives. This is due in large part because most people don't break down their paper into categories.

There are two main types of paperwork: **Action** papers and **Storage** papers. Action papers are those requiring you to take action or complete a task before you can discard or file the paper. Storage papers are simply to be filed away for future reference.

Examples of **action** papers:

Documents requiring your approval, seminar registration forms, documents to read/review, bills to pay, RSVP to invitations, school papers to sign/return. Note: Some action papers require storage after you've completed the action.

Examples of **storage** papers:

Financial statements, policies/guidelines, updates to forms, articles and reference material, receipts/expense reports, meeting minutes.

Most people file alphabetically A to Z, regardless of the contents of the file. When setting up a filing system for papers to be **stored**, we recommend filing by categories. Filing alphabetically is appropriate when tracking names; however, much of the paper you deal with is operational focused, supporting your job function. Consider this simple example:

Organizing

Mistakes at Work. This is a great way to listen and learn while you commute, exercise or relax at home.

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This month's 25th Hour Binder Tip:

Reduce the action papers you are dealing with by recording the task in your binder and discard the paper.

Encore's **25th Hour Binder** is available for purchase at Border's Books in Dayton, Ohio or online at EncoreOrganizers.com

SPEAK UP!

If you've heard us speak, we'd like to hear from you. What was the biggest impact you gained from attending?

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937-619-3181

encoreSPEAKS!

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Filing Alphabetically

B Bank of America
Bob's Resume
Becky's IRA

In this example, anything starting with a B would be clustered together,

Filing by categories

Banking

Bank of America
Chase Bank
National City

Investments

401K - Bob
401K Becky
Smith Barney - IRA

In this example, similar files are clustered together.

We also recommend only using left tab and center tab folders when filing. Left tabs would represent your main categories and center tabs represent the subcategories.

Next month we will share information on setting up a filing system to support your **action** papers.

Read other helpful articles by visiting our website [articles page](#).

News and Upcoming Events

Congratulations to K-9 Doggy Daycare, of Centerville winners of the WE Mean Business Dayton group's "business facelift" contest. [Read more.](#)


September 24

Organization is Key...Our Paper, Our Stuff, Our Lives. Women in Business Networking hosts Barb and Lori for a special seminar presentation in Waynesville, at the Der Dutchman restaurant. This is a great event for business owners and those wanting to better manage paper, schedules and stuff. Join us for breakfast and a morning of expert organizing tips. [Learn more.](#)

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 Forward to a Friend

October 7

Organizing for Parents - a NEW class offering

By popular demand, Encore is now offering an organizing class focused on staying organized with children in a residential setting. This class is being offered at the Washington Twp Rec Center, Oct. 7, 7-9pm. Call 937-433-0130 to register.

October 13, Olive Garden - Dayton Mall, 11:30 - 1pm

Ask the Organizer Luncheon with focus on using the 25th Hour Binder. The 25th Hour binder is a tool for managing your daily tasks. Lunch not included. RSVP for table reservations. 937-619-3181 or email us at Info@EncoreOrganizers.com.

For the third year, we are offering our Paper Management seminar and our More Life, Less Clutter seminar at the Kettering Recreation Center and the Washington Township Recreation Center.

Click [here](#) to learn more.

On average, 80% of what people file is seldom referenced at a future date. Monitor what you are filing and determine if it needs to be filed. Filing costs add up...manpower to do the filing, money for supplies/file cabinets and office space to store the documents. Make filing easy and you'll file instead of pile.

Sincerely,

Barb Warner and Lori Firsdon
Encore Professional Organizers, LLC