



## HOW TO MAKE YOUR OFFICE WORK FOR YOU - ORGANIZE YOUR INFORMATION

### Managing Paper

- Every incoming email or piece of paper requires a decision and action. You must decide whether to act yourself, delegate, store, recycle or shred
- Store information based on how you will think of retrieving it
- Keep filing systems simple – use major business management categories and sub-categories as required
  - Administration
  - Business Development
  - Human Resources
  - Finance
  - Marketing
  - Operations
  - Sales

### Handling Email

- Avoid reading email first thing in the morning to prevent being sidetracked from planned activities
- Schedule blocks of time during the day to review and respond to email
- If an email requiring action can be addressed in less than two minutes, attend to it, otherwise schedule the activity
- Delete emails that you don't need to keep to de-clutter your inbox
- File email using the same filing system you create for your paper files