



ACCED-I Connections

Eight Ways to Keep Paper From Engulfing You

1. Make each piece of paper count: for every new piece of paper you retain, one has to go.
2. Establish a monthly and daily tickler file for items you want to retain but aren't sure where to file. The "due" dates can be your guide.
3. Creatively label your file folders, such as "looks important," or "check in October."
4. Maintain a clear desk top, if possible, at all times.
5. Disassemble horizontal piles, including those on your desk, on top of the filing cabinet, around the corners of your room, and covering flat surfaces and ledges.
6. Assign some of your reading (Yes reading!) by producing a list of key words and parameters for designated readers.
7. Reduce key data and vital information to its least voluminous form.
8. As soon as the mail arrives, open it--over a wastebasket.

Jeff Davidson



Jeff Davidson travels throughout the U.S. speaking about achieving work-life balance to clients such as Kaiser Permanente, IBM, American Express, Lufthansa, Swissotel, AOL, Re/Max, USAA, D.O.E. and the World Bank. Widely quoted in USA Today, The Washington Post, The New York Times, and Investor's Business Daily, Davidson is the author of the popular book series, The 60 Second Innovator, The 60 Second Organizer, and The 60 Second Self-Starter (Adams Media). Visit www.BreathingSpace.com or write to Jeff@BreathingSpace.com.