

# Tips for Overcoming the Paper Clutter



*Join us for a live and interactive discussion for a NEW perspective on overcoming your paper clutter!*

**C Lee Cawley**

Certified Professional Organizer  
(fewer than 400 worldwide) she's  
helped people on 5 continents!



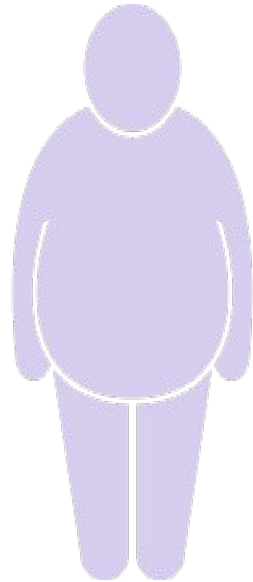
**Join my FREE Facebook Group**  
**Organizing Solutions for Busy Women\***  
**\*ALL are welcome**



## TRADITIONAL METHODS

**Who has  
heard these  
acronyms  
for paper  
processing?**

## TRADITIONAL METHODS



**OHIO** = Only Handle  
It Once

**FAT** = File, Act, Toss

**SPACE** = Sort, Purge,  
Assign, Containerize,  
Equalize





# WHY are these misleading?

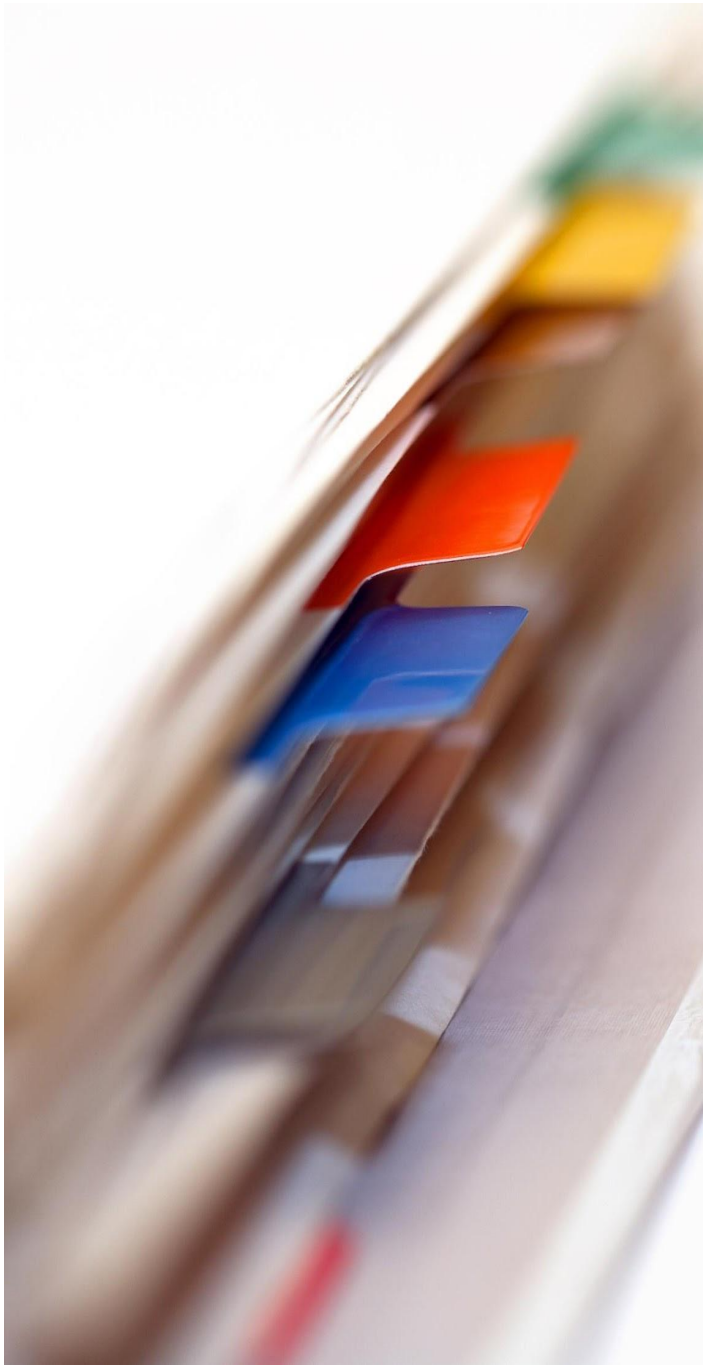
Because they only talk about the **HOW**,  
not the **WHAT!**



## TRADITIONAL METHODS

**Who has tried these  
other methods?**

- Tickler System
- Getting Things Done
- Freedom Filer
- Searching YouTube
- Binder Systems



The **HOW**  
is important  
but I believe  
you must  
**START**  
with the  
**WHAT FIRST**





# **KARMA of PAPER MANAGEMENT TM**

Why is this  
method  
better?  
**Because if you  
can identify  
WHAT  
you have....**





**then you will  
know  
WHERE  
it goes  
  
& HOW  
to deal with it!**



**WHAT** it **IS**  
determines  
**WHERE** it **GOES**  
&  
**HOW** to  
**PROCESS** it



**K** = Krud

**A** = Action Items  
& Active Projects

**R** = Reference

**M** = Memorabilia

**A** = Archive



**K** = Krud



# **KRUD=**

**Checkbook Guide  
Sales Circulars  
Prospectuses  
Credit Card offers  
Catalogs  
Coupons  
Travel Brochures  
Alumni Appeals  
Political Appeals  
Charity Appeals**



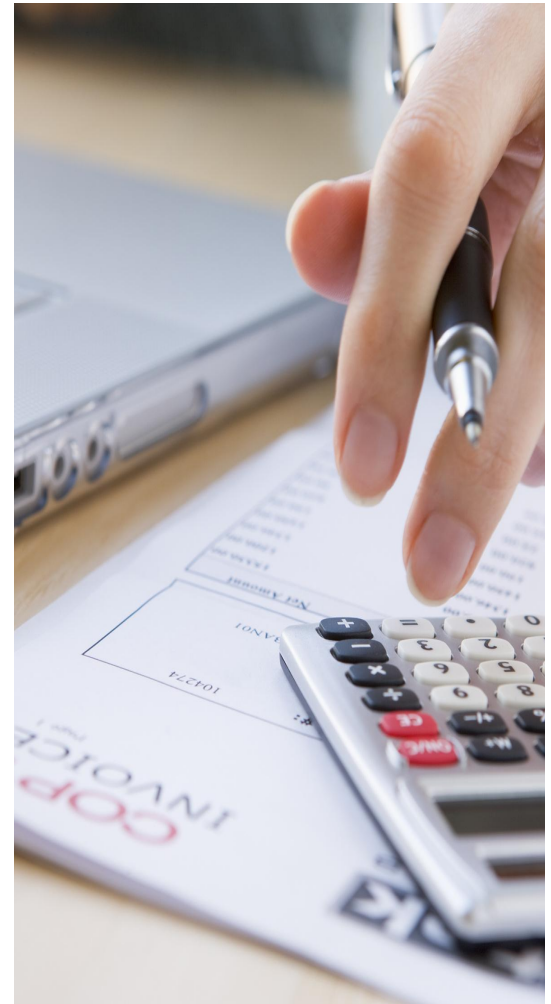
**A =**

**Action Items**

**& Active Projects**



**Action Items &  
Active Projects  
often thought of  
as your “to do’s”**





**R =**



**Reference**

**Reference:**  
**Some**  
**consider**  
**it “filing”**



**M =**



# Memorabilia

# Memorabilia: 2 dimensional paper-based keepsakes



**A =**



**Archive**

**Archive:**  
**Generally**  
**considered**  
**long term**  
**storage**





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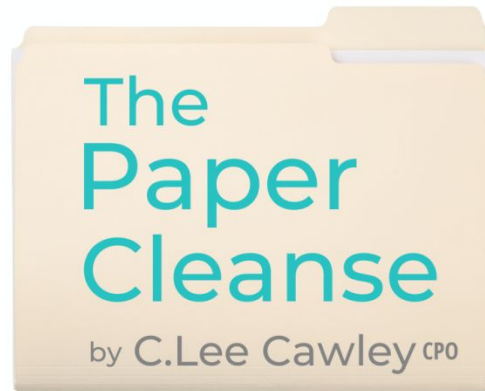
**“CLUTTER is  
anything that stands  
between YOU and  
the LIFE you want to  
be LIVING”**  
PETER WALSH

# FREE RESOURCE:



[\*\*www.cleecawley.com/toss\*\*](http://www.cleecawley.com/toss)

# CASE STUDY: Results from a

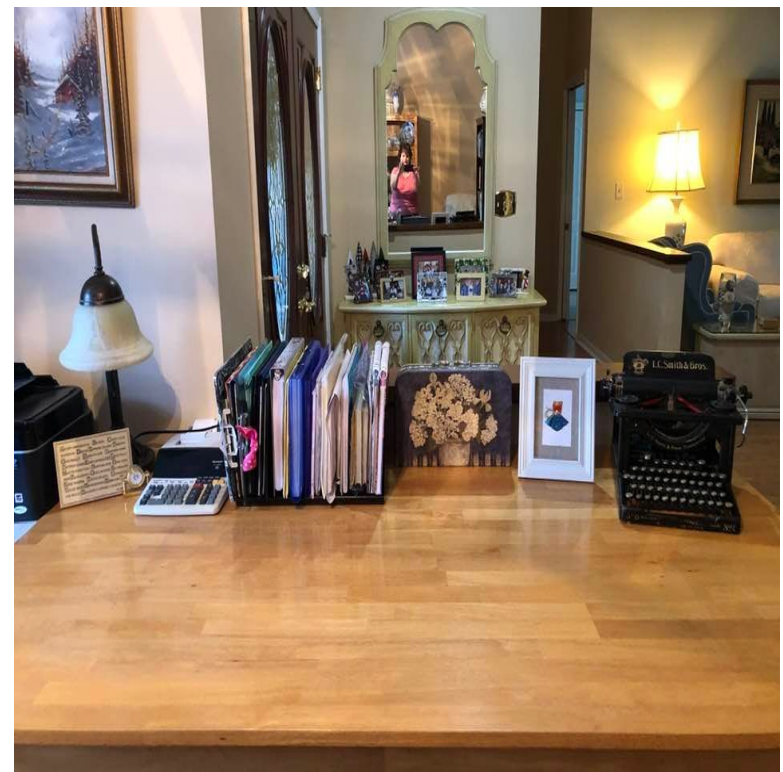


# Student





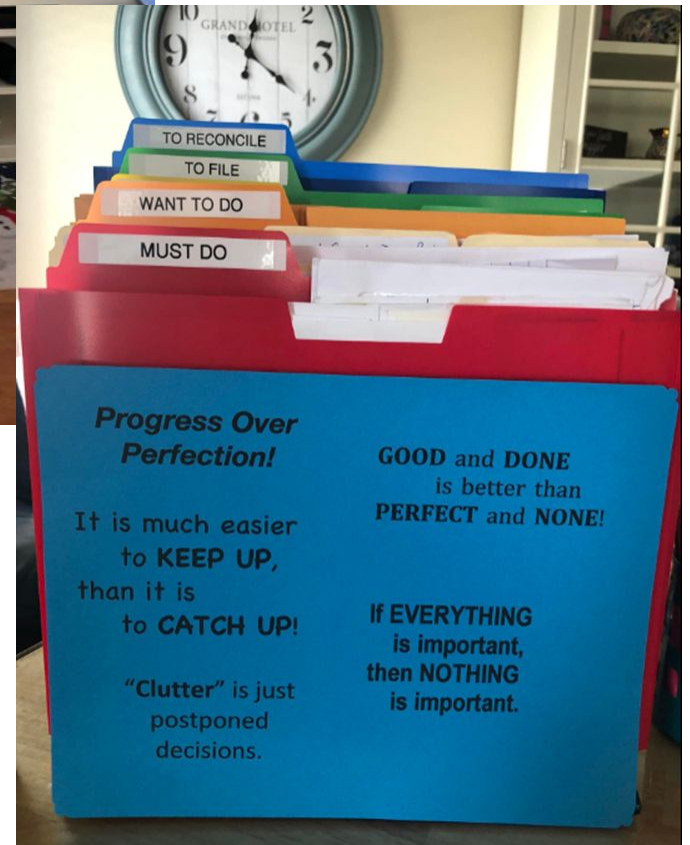
This has made me **think about things in a different light**, and has helped me **get my work space really productive**.  
**Ginny Berland** TPC Winter 2022







**Desk moved to better spot and Action Files in use, with inspirational quotes!**





**“just a few  
of the paper  
before pics”**



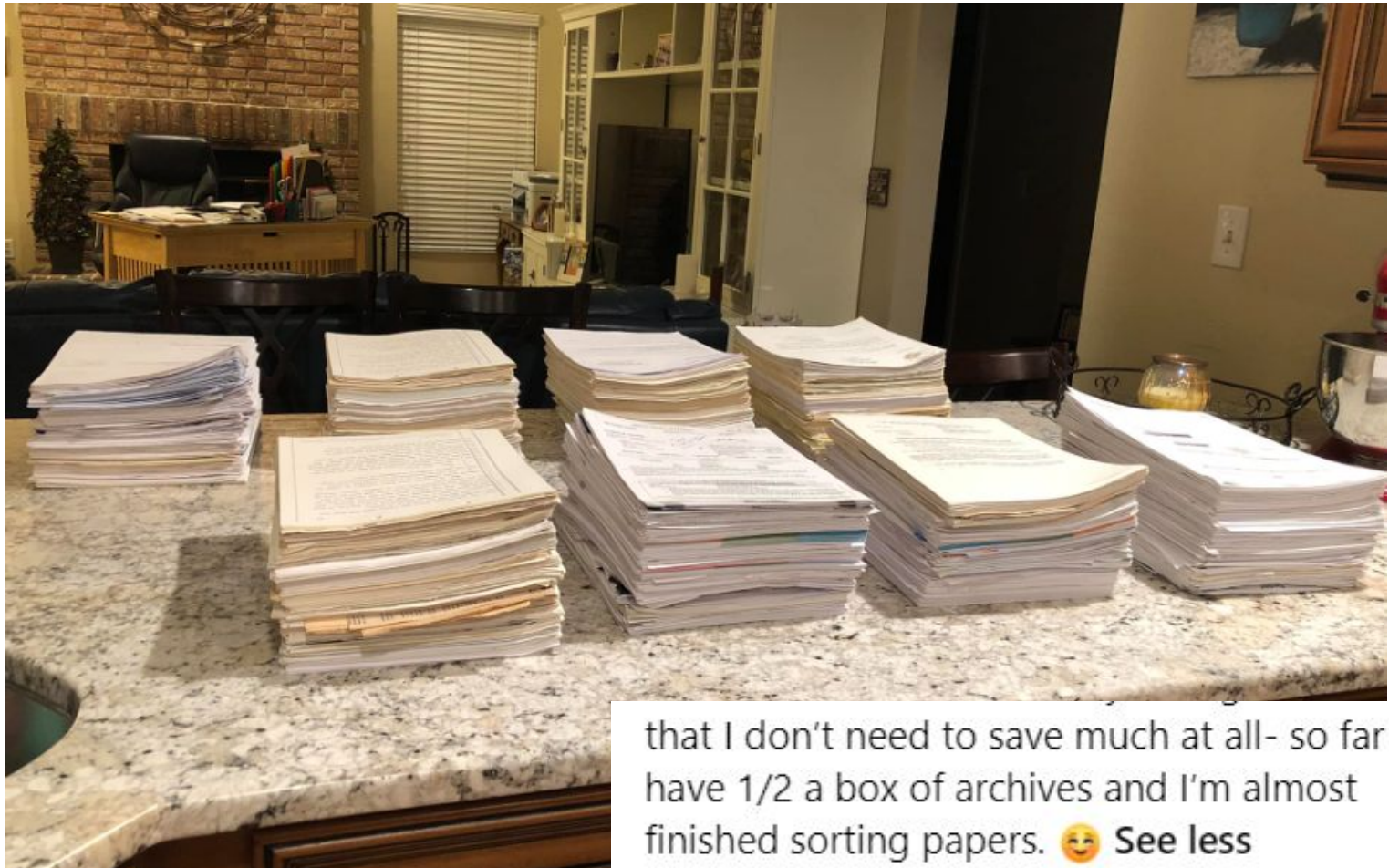


Ginny Cawley

★ Favorites · March 23 · 🐾



I didn't count the pieces of paper I am getting rid of, but I think I have met challenges 6 and 7!



that I don't need to save much at all- so far I only have 1/2 a box of archives and I'm almost finished sorting papers. 😊 See less

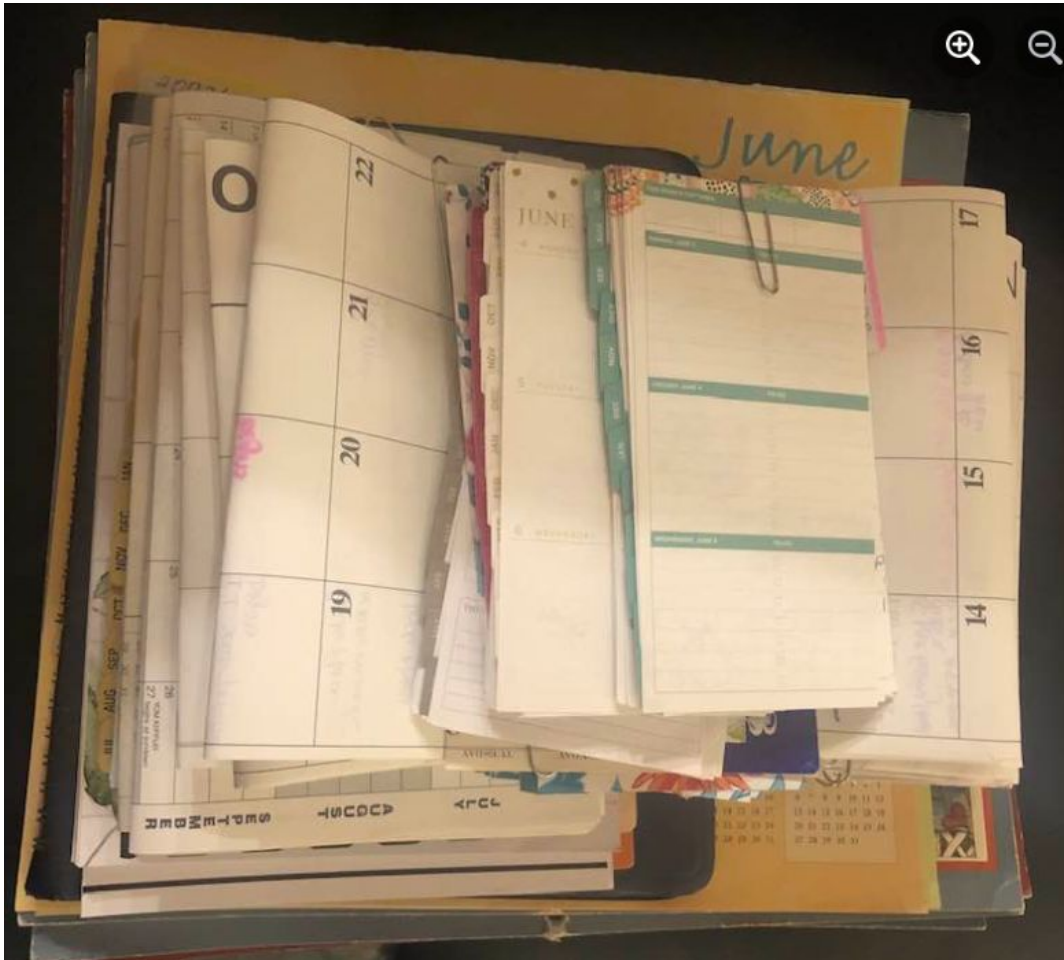


**“This is the  
AFTER!”**

**And it’s still  
just in that  
ONE  
File box!”**



**“They filled 3 LARGE HEAVY TOTES ...  
Now I have this small pile that fits  
into a plastic grocery bag....”**



Another project completed! I had all my paper calendars from 1989-2022 (33 years!) including wall calendars, pocket calendars, and every size and type in between. I was saving them to refer back to important dates for medical, personal, or photo labeling purposes. They filled three large, heavy totes! Over the course of two days this week, whenever I had a few spare minutes, I tore out the month-at-a-glance pages, cut off the hairy edges, paper clipped each year together, and labeled it. Now I have this small pile which fits into a plastic grocery bag and stores easily on a closet shelf. Voila! [See less](#)

## **“Before & After Pantry pics from our “sort support” 1 day Sortathon!”**













**Ginny Cawley**

April 11 · 🌐

I meant to post these pictures a couple of weeks ago. It is the progression of this area in my bedroom from the day of the Sortathon to now. I got rid of several pounds of DUST on these book shelves that I couldn't get to before 🙄, and donated 108 books to the hospice thrift store and two boxes to the friends of the library. No more dust!

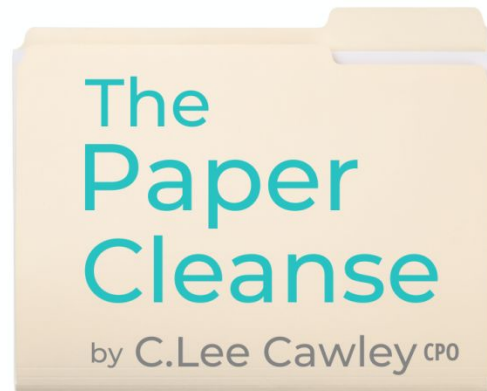




Now the greeting cards- I started out with an overflowing file box, a box of assorted cards, another card organizer box that was full, and a gallon ziplock of cards- not pictured. Now I have 1 file box with new hanging files and labels and room to actually add (a few!) cards. I am donating 169 cards. Threw out some and about 125 empty envelopes I was saving in case I needed one!



**Special THANKS to  
Ginny and ALL of  
my amazing students**



**[www.cleecawley.com/waitlist](http://www.cleecawley.com/waitlist)**