

Week 47 Focus — Paper & Office Organizing

Focus Question: As you look around your office what do you notice about paper? The office space itself?

DESCRIPTION

Coaching Business Builder's subtitle is "Putting the pieces together". Part of an exceptional business is clearing the clutter in order to focus on what's important. While not a central focus of the book, paper and office organizing is a key part of keeping things moving and growing

What are the elements you want to get organized with?

RESEARCH/STORY

Sometimes we can feel like we are sinking in our paperwork.

Here's a post from the Teams365 blog I wrote back in 2014 about a great organizing tip called **RAFTS**:

"Today's *Check It Off* tip is geared to help you clear off your desk, or your drawer! Even in today's digital age, paper clutter, and e-clutter bogs us down as leaders.

Years ago, I ran a program with former HGTV NEAT host, Hellen Buttigieg of **WeOrganizeU** to support professionals to get more organized. Hellen always shared this acronym of the **RAFTS** in terms of dealing with paper clutter.

As you look at your paper touch it only once and decide if you are going to:

R- Read it

A- Act on it

F- File it

T- Toss it

OR

S- Shred it

When you go to sort your big piles of paper, you may want to set up five separate baskets/in-trays so you can move it to the respective pile right away and keep moving it along.

I first heard about this tip from Hellen and I know others have written on it. Before you head out this week, block of 15 minutes and tackle that pile of papers!

(Originally published as <https://www.potentialsrealized.com/teams-365-blog/teams365-234-check-it-off-tip-3-rafts>)

ACTIVITY

Set your timer for 15 minutes and grab a set of papers. Apply the **RAFT** formula. You might even want to do this again every day for a week!

CONNECTION TO THE WORKBOOK AND PLANNER

If clearing up and decluttering is an area you want to focus on, track your 15-minute blocks using one of the Monthly Trackers.

"Most of us are weighed down by mental clutter – the to-do lists and calendar events catalogued in our brains – find a shocking amount to relief when we cut back on physical clutter. If your environment is less chaotic, your mind will be too."

Erica Laurie