



## iRAFT© | Handle paper, email & information in 5 simple steps.

Most of us have it; paper, email and information overwhelm! The stuff comes at us so quickly; we get lost in the pain and give up. The simple iRAFT© system takes you through dealing with the information **one** step and **one** decision at a time.

### **iRAFT©**

An understanding of the system iRAFT©, is critical to achieving sanity with paper. We suggest starting with your active paper and using iRAFT. Once you get that working you can then move into the older piles. Remember that SORTING first will bring about clarity and make the other actions easier.

**INCOMING:** It is VITAL that all incoming communications have an incoming container and location. In the same way that incoming e-mails land in a specific folder, we need to create a container and spot for mail, thoughts, and information. The key elements when establishing a place for incoming communications are—

- The location of the container needs to be close to the place of entry.
- The container size needs to take into account the volume of information coming in.
- The container should ideally be vertical with a large, open entry. If you use a horizontal container, select one that is open and comes with a lid.
- The design of the container is important. Match the environment & personality of the user.
- **PROCESS WEEKLY INTO R.A.F.T.© – READ | ACTION | FILE | TOSS**

**READ:** Choose a container for fast reading on the go, like a mesh folder in your briefcase, and a larger container/location for reading while you are sitting, both for personal and work. Keep the following in mind:

- The right size of container is critical.
- Location of the container is key. Put it where you will do the reading.
- There is a difference between “quiet” and “active” reading.
- There needs to be a system for when the reading happens.

**ACTION:** Everyone needs an action system for the communications that require action. Please keep the following guidelines in mind and there is more detail on page two.

- It is absolutely necessary to have a container for the papers that need immediate attention, action, and decision.
- The container for your action file should be visual, vertical, and easy to sort into and work out of.
- Coupled with the container needs to be a system to address how often you will take action – suggest weekly.
- Refer to the action system section below for details on these areas.

**FILE:** In this container we have the items that are now ready to be filed as reference, storage or archive. Please see page two for details and suggestions on systems.

**TOSS:** It is so helpful to have Recycle, Shred & Trash bins close to your processing area.





## **ACTION**

An action system is the missing element in most homes and offices. The purpose of an action container and system are to restore order to the pile of paper on the dining room table or desktop; it is for handling the papers that require decisions or actions before they are tossed or filed.

**SIMPLE SYSTEM:** This system works best for home managers or business people with seven or fewer general categories and a limited amount of paper. A vertical container with large pocket file folders or a small tabletop container with hanging file folders is ideal. Some examples of typical categories are—

- Bills to pay.
- Calendar items or events.
- Action items (one action folder for each person in the home).
- Other people in the home, such as children.
- Community.
- Projects.
- To file.
- Learning, schooling and classes.
- General reference information (related to future actions).
- Other.

**DETAILED SYSTEM:** Some individuals, homes or offices require a more detailed system. In cases like this, a larger tabletop container with file folders for the months, weeks and days can be beneficial.

It is recommended that a two-hour minimum per week for home and six-hour minimum for office be established for working with your paper.

A Detailed System can be built around one of the following models:

- Calendar/tickler system (Please contact us for ideas or training)
- Project or category based system

## **FILING: REFERENCE, STORAGE AND ARCHIVE**

Create the files for reference, storage and archive utilizing one of the systems listed below.

- Freedom Filer ([www.freedomfiler.com](http://www.freedomfiler.com))
- Memorabilia system (for both adults and children)
- The iRAFT & FreedomFiler Systems can be manually replicated digitally

© iRAFT Clear & SIMPLE, LLC

[www.clearsimple.com](http://www.clearsimple.com) | 801-463-9090

