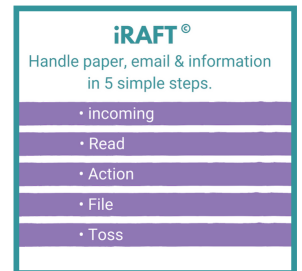


iRAFT®

ORGANIZE YOUR PAPER



iRAFT® is a simple system that guides you through your paper pain one step and one decision at a time. Start with your most active paper using iRAFT®. Once you get that working you can then move into the older piles and utilize S.T.A.C.K.S.®.

INCOMING: In the same way that incoming emails land in the inbox, it is vital 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:

- It is imperative to have a container for 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 weekly.
- Refer to the action system section below for details on these areas.

FILE: In this container place items that are ready to be filed as reference, storage or archive.

TOSS: It is so helpful to have recycle, shred and trash bins close to your processing area.

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The Clear & Simple Way
to transform your life.