iRAFT©

Handle paper, email & information in 5 simple steps.

- incoming
- Read
- Action
- File
- Toss

Paper, email and information overwhelm is a big reality! Stuff comes in so quickly that we get lost and give up. Use the simple system of **iRAFT©** to move from pain to power.

INCOMING: It is vital that all incoming information has its own container and location. Just like incoming email landing in the inbox, we need to create a container for the mail, receipts and all paper to land. Place everything in one place. Then, just once a week, process into R.A.F.T.©. Stay focused on simply sorting into 4 piles; don't get lost in reading, acting, filing or shredding. When you are done with the sort, take each pile to its own container.

READ: Choose a container for fast reading on the go, like a mesh folder in your briefcase, and a larger container for reading while you are sitting.

ACTION: Everyone needs a system for the information that requires action. Take the papers in your action system, ask what needs to be done this week, set the timer for 30 minutes and get to it!

FILE: For one person, we suggest 1-2 file drawers to hold your financial, reference, storage and/or archive. We highly recommend the FreedomFiler System for all your filing.

TOSS: Have Recycle, Shred & Trash bins close to your processing area.