



Whether you are running a **home** or a **business**, paper management seems to be a problem with most people.

Is your idea of paper storage a pile of bags filled with bills, receipts and bank statements? Or are you using a **paper management system** that is the envy of all who know you? If you answered yes to the first question please read on, you need this information. If you answered yes to the second question, pat yourself on the back and send your papers to the accountant for tax filing.

Remember that your accountant's main job is to make the most of tax laws so you can **save money**. Have all of your information organized and do not waste your advisor's **valuable time and your money** sorting and organizing your paper.

Some suggestions for a **paper management system**:

- Binder with plastic sleeves for each category, this is portable, lightweight and can be kept anywhere.
- Desk topper file organizer that can be kept on the kitchen counter top.
- Storage tote with hanging folders, doubles as a portable office.
- Filing cabinets with hanging files.

Gather all of the paper in to one space and deal with each item as it comes up. Use the principle of the three D's.

1. **D-estroy** it. By destroying I mean send it to recycling or shred it.
2. **D-eal with it**. Give the item a home. Find a place where it makes sense to have this item. Does it need to be actioned or diarized for a future date?
3. **D-elegate it**. Is it your responsibility to deal with this item? If it isn't then pass it on to its rightful owner.

Excellent paper management will help you to organize your home office or your business in no time.