PAPER SORTING QUESTIONS

When you start sorting papers and other printed materials, ask yourself these questions first:

- Why do I want it?
- Why do I need it?
- Why is it significant?
- Is this information that exists somewhere else?
- Can I obtain it elsewhere?
- How will I use it?
- When was the last time that I used it?
- Is it timely?
- Is it time-sensitive?
- Is it quality information—Is it accurate and reliable?
- Do I need it for more than a few days?

Answering these questions honestly and thoroughly will help you create a filing system that you'll actually use that contains useful and practical information.

The answers will guide you in discarding things that have no lasting use.

Remember, we only want to file things that are:

1. Permanent records of transactions, projects, events & policies
2. Unique reference materials we refer to with some frequency
3. Sentimental items that have significant meaning