

## 3 easy steps to Banish filing for good

In a **pickle**



**No filing. Now there's a thought. Unfortunately it is an essential part of business and there isn't a well-run office that functions without a bit of 'neat and tidy'. If you file as you go, it's purely an extension of your everyday back-office process.**

**So what's the secret? Here are some Pickle tips to help you minimise your filing for good. Really, it's so simple – you'll wonder why you hadn't thought of it before now.**

1. Keep a stash of clear plastic folders and sticky labels within arm's reach of your desk. Every project should have a plastic folder and every paper, document or scribbled note relating to that project slips inside making it is easy to find.
2. Each time you start a new project, stick a label on your plastic folder in the top right hand corner and write the file name there. (You could type it, but I suspect if you're that way inclined you don't need any organising tips from me!). Even if you end up with a pile of these folders on your desk, the correct file can be found in a fraction of the time spent wading through a massive stack of unruly papers. If you want to take it a step further you could use coloured plastic folders that relate to particular areas of your business, for example; clients / new business / finance.
3. You could also use hanging files in your pedestal next to your desk that the plastic folders can slip in to. You can label these with the sticky labels too – don't worry about those fussy little label holders that come with the hanging files, they'll drive you mad.

So just remember these 2 rules: **Keep it simple; keep it close!**

By having your filing equipment within easy reach of your desk you'll be more inclined to file as you go along and wave goodbye to that messy back-log of filing for good.

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