

# Essential Organizing

*Free your space. Free your mind.*

## Trim the FAT from your office

### Managing incoming information

I hope you all had a wonderful holiday season, and are glad to be back in the full swing with things! Well being that every year, getting organized is one of the top 5 New Year's Resolutions across the country, I figured it's time to send a fabulous tip to help those of you keep your resolution this year! (Ok, so I made up that it's one of the top 5, but I would bet my business that it's true!)

Did you know that FAT is a GOOD thing? And I'm not talking about chocolate-chocolate chip ice cream from Haagen Dazs either! Next time you are struggling with making a decision on what to do with incoming information, (paper or electronic), think of FAT- File, Act or Toss.

### File

As you come across new information, first ask yourself, is this something that I need to keep? If the answer is yes, then ask yourself, what is the next step I have to take with this information? Is it something that does not require any further action, but just needs to be kept as reference? Then FILE away and move on!

### Act

Ok, so you've determined you need to keep this information, now ask yourself, is it something I need to take action on? If the answer is yes, then what is the next step? A phone call, data entry, purchasing something? Our last newsletter discussed the difference between action and reference files, so remember that to track these action items, you must get them into action files.

### Toss

80% of what we keep, we never look at again, so with that in mind, it is important to get rid of things that we know we'll never use again. A couple of things to ask yourself for determining if something should be tossed or not, is asking yourself if the information is easily attainable somewhere else, (internet, co-worker, etc). Another question is, can you define a specific purpose for using the information? Finally, what is the worse case scenario if you don't have this piece of paper? If you can live with your answer, toss, recycle or shred!

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