

Attack the Stack!

TRASH:

- Pitch
- Shred
- Recycle

READ:

- Catalogs
- Magazines
- Newsletters

FILE:

- Paperwork you need for future reference

TAKE ACTION:

- Give to someone else
- If it takes less than 2 minutes, do it NOW!
- Prioritize “Action” pile with a tickler system.



For more valuable resources visit www.ForteOrganizers.com

7989 Washington Woods Drive
Centerville, OH 45459
937.619.3181
Lori@ForteOrganizers.com