Paper pile sorting system

Turn a pile of papers into action, archive or disposal.

Three steps

1. Sort by required action
2. Record deadlines
3. File or dispose securely

A worked example

Document	Utility notice
Action	Review
Due date	Friday
Storage	Bills folder
Done	No

The action has a deadline and a known home.

Do not discard needed legal records.

Paper pile sorting system

Use one row per item or decision. Start with what you know.

Document	Action	Due date	Storage	Done

My next action / when