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TO KEEP OR NOT TO KEEP - THE PAPER DILEMMA

Despite our reliance on electronic gadgets, most of us still conduct daily battles with paper. The most anxiety comes from not knowing which papers to keep and which to toss. The single biggest strategy in winning the war is to make an immediate decision with any paper you come across and place it into one of these filing zones:

1) Active: Files you use often (daily, weekly). This should be paper that represents an "action" that you need to take.

2) Reference: Files you access regularly but do not require an immediate action. These files should be sorted into categories for easy, quick retrieval.

3) Archive: Files you need to keep for historical purposes but you don't need to access more than once a year. These files are prime candidates for off-site storage if you have a small space. Consider scanning these records too! [See my blog post](#) on one of my favorite products, Neatdesk, to help get these papers off your desk.

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