

WHAT TO SHRED, WHAT TO SAVE, *and* HOW TO STOP IT FROM TAKING OVER YOUR LIFE



THE PAPER SOLUTION

Americans are drowning in paper. We keep stacks of it on the kitchen counter, stash it in drawers, and store file cabinets full of documents (in fact, one file cabinet can hold 18,000 sheets of paper...*yikes*).

Despite this clear crisis of paper, there hasn't been a book devoted to managing and organizing this single most abundant item in our homes--until now.

With *The Paper Solution*, founder of Organize 365* Lisa Woodruff delivers a proven, step-by-step guide to decluttering the paper in our lives and sorting what's left behind into easily accessible, structured, and manageable files.

The Paper Solution system accounts for paper's unique qualities: its sentimental value, its ability to accumulate astonishingly fast, generational differences in how it's treated, and the fact that it's not going anywhere.

KEY TAKEAWAYS:

- What documents you must absolutely hold on to
- Which papers you can shred tomorrow
- How to replace your bulky file cabinets with an efficient system of 4-6 binders — making your vital documents accessible and portable



Free! Enroll in a free 7 day mini course at
organize365.com/minicourse