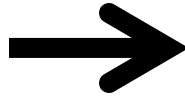# Organization Skills for Professionals

Turn Piles Into Files!

If you've got piles of paperwork on your desk, you can get organized by turning the piles into files.

Step One
Take a pile and make a list of the types of papers you find. This will help you figure out what types of files you may need to create.

Step Two
Sort papers into action files.   Categories for these action files may include:

- Bills to pay
- Receipts to enter
- Papers to photocopy
- Data for reports
- Items to file
- Items to discuss with your boss

Step Three
Create labeled folders for these action files. You may want to store them upright in a stepped desktop organizer.

Source: Smallin, D., (2004) *The One-Minute Organizer Plain and Simple*. North Adams, MA: Story Publishing.