Welcome to the Paper Flow Online Program

Congratulations on taking this important step in getting your paperwork into order once and for all. Having an organised paperwork system gives you the freedom and peace of mind to move forward in your life. Being organised provides you with a platform for success.

Most people have **old paperwork** to sort through and organise, as well as **new paperwork** to manage. It's really important to deal with these separately.

The key to organising **old paperwork** is to sort it correctly. Use **instructions in Module 5 to guide you through this process**. It is important to pack up the past and start with a clean slate.

The key to organising **new paperwork** is to set up a set of locations for your papers as they **flow in, through and out of your system**. In a series of modules, you will be shown how to set up the following **SIX STATIONS** for your paperwork:

1. in-tray

2. recurring action files

3. action project files

4. reference files

5. out-tray/bag

6. archives

Once you have set up **your system** for your **new paperwork** and you have **sorted and culled your old paperwork** you can **integrate** your old paperwork into your new system and you will never have to worry about paperwork again.

It's really important to have a **"from now on"** attitude when dealing with your new paperwork. You need to replace old habits with new ones that will serve you from now on!

Use the **SIX STATIONS** to deal with your new paperwork so you never form piles again.

So, forgive yourself for your past organising indiscretions and let's move forward to the **first day of your more organised life**!