Instructions on how to make the most of the Paper Flow Online Program

The Paper Flow Online Program uses the 'Teachable' platform which is simple to use and completely self-paced.
The Paper Flow system is based on SIX PAPER STATIONS designed to handle:

1. Incoming Paper
2. Recurring Actions
3. Projects
4. Reference Paperwork
5. Archives
6. Outward bound-Paperwork

There are six modules plus a bonus module.

Module 1:	The Cost of Paper Chaos and Harnessing your Incoming Paperwork
Module 2:	Staying on top of Routine Paperwork and Powering through your Projects
Module 3:	Find it when you need it - Reference Paperwork
Module 4:	Onward and Outwards
Module 5:	Packing up the Past and Bonus Material
Module 6:	FAQ's and Wrap Up
Bonus :	Sue's Top Tip videos

We recommend working through each module in sequence and setting up each station one at a time. You can print the notes sets (resources) prior to starting each module so you can make your own notes, highlight actions, and fill in blanks along the way.

The Program is made up of a variety of teaching tools:

1. **Videos** of MaryAnne and Sue demonstrating and explaining elements of the system
2. **Notes Sets** with detailed, written instructions
3. **Templates** for you to edit and adapt to your specific needs
4. **Rules Sheets** or cheat sheets which contain simple summaries
5. **Activity Sheets** to fill in along the way

Each module includes some or all the above teaching tools and the legend below shows the icons used.

▶	Watch video
📄	Downloadable activity, note set, rules, or templates

Tools you will need to set up your Paper Flow System: - Your Starter Kit

Below are the recommended tools required to get your system up and running right away. You may have these items already or they will be available at your local stationery store.

Remember: **The system + the tools = organised!**

(tick items required):

☐	In-tray	☐	Module 1
☐	Date Stamp (optional)	☐	Module 1
☐	8 Manila Folders	☐	Module 2
☐	Step File Holder (optional)	☐	Module 2
☐	4 x Binders/Folders	☐	Module 3
☐	1 Archive Box	☐	Module 4
☐	Empty wine boxes	☐	Bonus Section

Remember to take a before and after picture.

Good luck in getting your paper flowing once again!