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

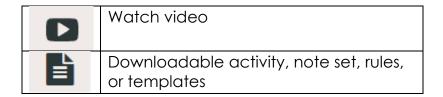
Bonus : Sue's Top Tip videos

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:

- 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.



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
D	ate Stamp (optional)	Module 1
□ 8	Manila Folders	Module 2
□ St	ep File Holder (optional)	Module 2
<u> </u>	x Binders/Folders	Module 3
<u> </u>	Archive Box	Module 4
□ Er	mpty wine boxes	Bonus Section

Remember to take a before and after picture.

Good luck in getting your paper flowing once again!