PaperFlow **Rules of the In-Tray**

*(place this sheet on the bottom of your **In-tray** and in your **Ready Reference** file)*

1. **Start** with a **fresh, clean, empty** in-tray

2. Place a **reward** on the bottom of your in-tray
   TEST: you must smile every time you see your reward
   → use a photo of family or places, money, an inspirational quote or whatever you fancy!

3. **Date stamp** everything that comes into your in-tray
   → use the top right hand corner location

4. **Attend** to your in-tray **at least once a week at a minimum,** of course you can empty your in-tray more often
   → write YOUR day(s) here:

5. When you attend to your in-tray you must **start at the top**
   → if item is a bill, **circle, underline or highlight** the following
   amount due, date due, account number, payment details.
   → if item is not a bill, **circle, underline or highlight** all important information eg appointment time and location.
   → if item has more than one page **staple pages together.**

6. Once you attend to an item
   → **it can never go back** into the in-tray.
   → **ask** the **critical question** "*What is the very next thing I must do with you?*"
   → **it must move forward** to the next station in the system based on the answer.

7. You can **stop** at any time
   → but **you must deal with everything you have touched**

8. **Integrate your old piles by adding items a few at a time into your in-tray** and **pretend** they just came in
   → Drip Feed by adding 8 items a day = 2920 items per year.
   → **or** Super Sort. Use 8 minutes power bursts to whittle down your piles forever.

Follow the Paper Flow rules of the in-tray and you will eliminate your piles and be in charge of your files in no time!