

# 3-Step Paper Organization System

by  thespaceguru



*What:* Papers that require you to DO something

*For example:* Bills to pay, forms to submit

*Space Guru Solution:*

Open, divided storage pieces that sit on tabletops and desktops

*What:* Papers that you are keeping because they contain info to reference

*For example:* Receipts, recipes, magazine articles

*Space Guru Solution:*

Portable storage pieces that are easy to store under a desk, near the related activity area, or in a closet



*What:* Papers that you are keeping for long-term purposes

*For example:* Taxes, business-related paperwork, memorabilia

*Space Guru Solution:*

File cabinets that can live away from your main living spaces, such as in a closet, basement or other storage area

SUSAN  SHEHATA  
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as seen in  
*the Fabulous Paper Purge*  
[www.susanshehata.com](http://www.susanshehata.com)