



**TOP
SECRET**

Mission:

Paperless Desk

MISSION BRIEF

MISSION

To win-back your space from the mountains of paper clutter scattered across your desk.



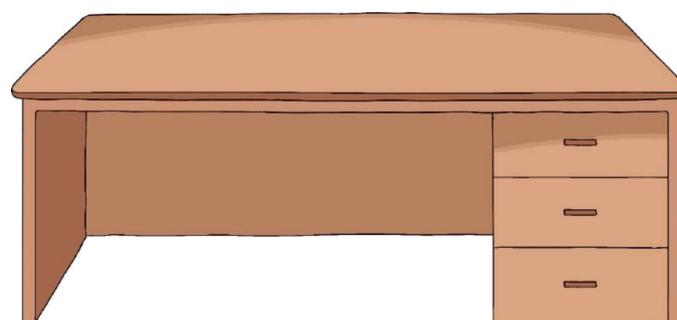
Est. Time Required: 30min - 2hrs

Your Mission



Approx Time Frame: 30 days

**Decluttering desk surface to remove all papers piles.
Clean the space and make room for the actionable work
that needs to be done.**



MISSION ACTION PLAN

For the Mission you will need:

- Recycling Bags (Large- 30X33in) - only fill halfway
- Accordion File Folder
- Gloves
- Timer (to stay focused on the mission)
- Essential Oils and Difuser
- LED Lamp (to provide a different perspective.)
- Shredding box (Bankers Box 12x12x12)
- Camera/Cellphone (to take a before and after picture)



TIP

Have post-its and a pen handy to note categories for your piles.

MISSION ACTION PLAN

Where to start?



Starting with the paper that is in front of your keyboard and around your monitor.



TIP

Breaking down the levels into smaller more manageable sections can help keep focused and motivated to declutter the paper and gain a sense of accomplishment.

MISSION ACTION PLAN

What to keep or not to keep?

First you need to identify what type of document they are and sort based on the following categories:



To Do

(Bills to pay, forms to sign etc...)



Read

Articles, Magazines etc...



File

For future reference or obligation (ex: tax or legal documents, or household information etc...)



- Is it still relevant to you, today?
- Is it outdated or expired?
- How easy is it to find or replace the information later?
- What could happen if I throw it out?

Recycle or Shred



TIP

For all documents that your personal information appears such as Name, address, phone number or account information etc.:

IT SHOULD BE SHREDDED NOT RECYCLED

MISSION ACTION PLAN

Monitor your progress

As part of your mission, you will need to monitor your progress. Taking notes of how you felt during the mission and taking before and after pictures will help you along the way to report back your findings.



TIP

Before you start take a 'before picture'. This will allow you to see the progress you are making and provide a level of motivation to help you move forward.

MISSION ACTION PLAN

Get Ready to Declutter!

Be prepared for this mission by having all the tools ready to go and tackle the pile of paper clutter that is on your desk.

Ready, Set, Go!

- Set-up and start the diffuser.**
- Set-up and turn on the LED lamp.**
- Get the recycling bag/shredding box / accordion file folder ready.**
- Take a picture of your space.**
- Put on the gloves.**
- Start Timer with 15min.**



TIP

**Have your water bottle ready to go...
to stay hydrated during your mission.**

MISSION ACTION PLAN

Now, Start Decluttering

Level 1

Keyboard/Monitor

- We recommend starting with the loose papers that are in front of you, on or around the keyboard andp monitor area.
- Take all the loose papers in that area, find a flat surface such as a table or counter to use for sorting.
- Start reviewing each paper one by one checking who it's from (company name), and the date on the document.
- Place the sorted papers using the categories listed from page 5.
- Continue until you have sorted all papers.
- Finally, use the accordion file folder to put away the to file papers.



TIP

When sorting DO NOT get bogged down by the details. Make quick decision The initial sorting process should be done quickly withinost-its are commonly found in these areas, take time to read

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next levels Side Surfaces is up next in your mission.

MISSION ACTION PLAN

Continue Decluttering

Level 2-3

Side Surfaces

- We recommend taking the pile of papers and flipping it upside down before sorting.
- Take the pile of paper in that area, find a flat surface such as a table or counter to use for sorting.
- Take a small amount of paper (max 2 inches/5cm)
- Start reviewing each paper one by one checking who it's from (company name), and the date on the document.



- Place the sorted papers using the categories listed from page 5.
- Take another pile and continue until all papers are sorted.
- Finally, use the accordion file folder to put away the to file papers.

Repeat the same level for the side surface 3.



TIP

By flipping your pile of papers upside down when sorting, allows for the decision making process easier. Documents that are found on the bottom tend to be no longer relevant, outdated or to be filed.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level Holders is up next in your mission.

MISSION ACTION PLAN

Keep Decluttering

Level 4

Holders

- We recommend taking one stack at a time from the paper holders.
- Take the pile of paper in that area, find a flat surface such as a table or counter to use for sorting.
- Start reviewing each paper one by one checking who it's from (company name), and the date on the document.
- Place the sorted papers using the categories listed from page 5.
- Take another pile and continue until all papers are sorted.
- Finally, use the accordion file folder to put away the to file papers.



TIP

You may have other surfaces for your desk, that was not covered such as shelves etc... Use the steps mentioned in all levels as a guide to help you tackle the remaining paper clutter.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

You are almost done your mission.

MISSION ACTION PLAN

Completing Your Mission

Now that you are almost done your mission the last level is to pack-up and go.

- Take the recycling out to your recycling bin.
- Turn off and put away your diffuser and led lamp.
- Remove your gloves
- Camera/Cellphone (to take a before and after picture)
- Shred or schedule a time in your calendar to bring the shredding.
- Schedule a time in your calendar to sort and file the to file documents in the accordion file folder
- Add the to action in your calendar to, well action these.



TIP

Schedule 15 minutes in your calendar at the end of your workday to declutter your desk. This will give you a fresh new start in the morning to be ready and focused.

MISSION ACTION PLAN



★ CONGRATULATIONS ★

On a successful mission, the final step is to report back to us with details of how you handled this assignment and the results you achieved.