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## *Steps to Take Your Office from Piles to Files*

MAURA ZIMMERMAN  
HOMESWEETHOMEORGANIZER.COM



## *10 Steps to Take Your Office From Piles to Files*

1. GATHER ALL YOUR PAPERS FROM EVERYWHERE.
2. REDUCE INCOMING MAIL.
3. CURSORY SORT INTO SAVE, RECYCLE, SHRED.
4. SET UP 3 FOLDERS ON YOUR DESK: ACTION, READ, FILE.
5. SORT THE SAVE INTO COMMON FILE CATEGORIES.
6. REVIEW CURRENT FILES.
7. GATHER YOUR SUPPLIES.
8. PROCESS THE SHREDDING.
9. TAKE RECYCLING TO THE CURBSIDE/CENTER.
10. ENJOY YOUR FILES, SAY GOODBYE TO PILES.



*Thank You!*

I hope you found this guide helpful in organizing your files and losing the piles. If you'd like to learn more about how I can help you complete your office organization or any space, please schedule a Free Consultation below.

*Maura Zimmerman,  
The Home Sweet Home Organizer*



[Click to Schedule a Free 30-Minute Consultation](#)