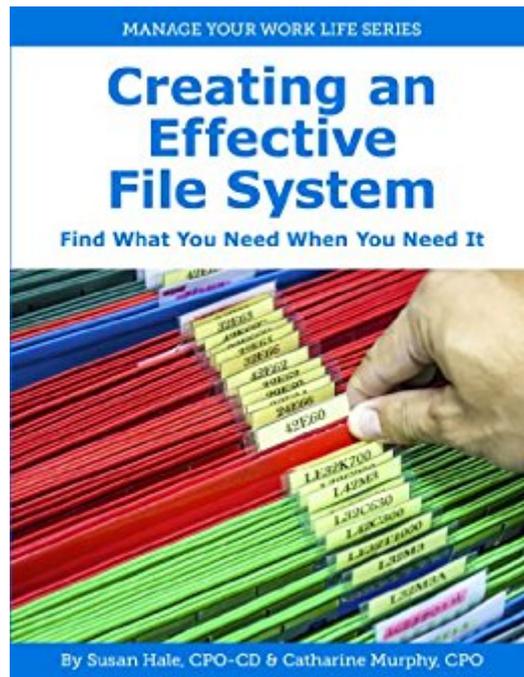# Creating An Effective File System (Manage Your Work Life Series Book 4)

Synopsis

If you have piles of paper sitting around your office, you may need some help to create an effective file system. With an effective file system, you easily will be able to categorize and file those papers, and more importantly, you will be able to easily retrieve the documents you filed. This book describes a process for creating a file system that will work for you.Some people have files that are dangerously disorganized due to the lack of a clearly defined plan. These disorganized files cause people to waste hours of valuable time searching for important papers, or worse yet, never locating the files they urgently need. At some point you will have important papers that you need to manage. Whether you are saving past tax returns, medical records, or utility bills, you need a way to store and categorize the papers so they are easy to retrieve. Donâ ™t despair! By following the steps described in this book, you can set up an efficient and effective file system that will organize your files and allow you to quickly and easily locate important papers. Even if you arenâ ™t â œnaturallyâ • organized, you can still learn organizing skills by having a good system, professional guidance, and consistent effort. With this book, you will learn the characteristics of an effective file system; you will see different ways to categorize files; we will show you the supplies you need for a useful file system; and then we will help you organize YOUR file system.

Book Information

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Customer Reviews

Very simple with very few examples ... a quick search into the net may result in much greater useful information and tips to useThe book focus on paper filing and does not explore the electronic filing in detail

This book simplifies what some people can't tackle - sorting out mess. It's well written and shows you how to create a very simple system for very important filing such as finances. I highly recommend this book.

If you have need to setup a filing system, read this first! It steps you quickly on how to go about it; materials you will need, how to organizing the files and maintenance of them. That's it. No wasted space or time reading it.

Does the thought of creating a file system for your paper make you feel overwhelmed? That feeling is quite common, and yet having control of your paper, and knowing that you can find anything quickly, gives you an indescribable feeling of peace. Creating a filing system for yourself is easier than you might think. My fellow organizers, Catharine and Susan, have written a concise and helpful step-by-step process for making a system that will be easy for you to use and maintain. There are good tips on what kind of file folders to use, which tabs and labels are easier to see than others, and how to think about categories of paper. You will love your new filing system!

"Creating An Effective File System" is a must-read for anyone that's frustrated at not being able to find information that they know they have when they need it.I'd been telling myself that I would organize my files "soon" but soon became months and more months. I finally found this book and was so happy I did! It gave me simple, clear, and quick directions on how to set up a system. And after all these months of putting it off, I found that it was easier than I thought (and feels good!)As is mentioned in the book my computer was an "electronic black hole." After organizing, I actually have more energy and feel empowered in my home office which allows me to better focus on the things I love to do in my business. If you're like me, you may feel like you don't have time to set up a system, but the fact is that organizing helps you save time, money, and energy in the long run!

I am a local government professional who is overwhelmed by the workload. So, I confess to knowing all of this, but putting it into practice seems so much easier and I love being reminded of the Basics and the Logic because this is what works!Thank you Catherine and Susan!

This book is definitely 5 stars and a quick read! It gives me the tools to maintain and fine tune the system that Susan Hale setup in my home office and garage. Susan is a godsend. I've significantly reduced daily stress, increased productivity, think clearer, and my wife smiles a lot more. :-)

This book is more than a book ... it's a game changer for anyone who is caught up in the black hole that is a hoarder.DO you have an Aunt Susan who won't throw away those old stinky shoes from the 70s? Uncle Joel still in love with every piece of mail he's received in his ever-lovin' life?!!! This book seems to gently encourage the stuff to melt away ... and nobody getS hurt!Also ... this book is online ... so no more hoarding books!Do yourself a favor-Quit reading this witty review and buy this book! Steal it if you can ... but do it! NOW!!!

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