

# Downsize with Style

## TIPS&TRICKS

### How to de-clutter your (online) paperwork

1. Sort out mail before you even bring it in the house and throw all unwanted papers straight into your paper bin.
2. Work with three trays on your desk: in-tray, bills to pay, filing. Instantly allocate each letter to one of the trays.
3. Create a pin board in your kitchen (think of chalkboard paint) or use your fridge to remind you of important things you have to action in the next days.
4. Batch activities around your paperwork: e.g. paying bills, filing papers, making phone calls, answering emails.
5. Empty your email inbox once a week. Do it religiously and continuously. Create email folders where you archive your emails for easy retrieval.