



Griffith Productivity Solutions

Lisa S. Griffith, CPO®  
Speaker & Trainer  
Business Organizer  
Productivity Consultant



Expert Guidance. Exceptional Results.

## TAKE CONTROL OF YOUR PAPER, SPACE AND TIME.

### Services:

- Business Organizing & Productivity Consulting
- Time Management Coaching
- Speaking & Training

### Most Requested Presentations:

- The Six P's for Powerful Productivity
- Take the "Crazy" Out of "Busy": Time Management for Today's Professionals
- Optimize Your Office: Go from Piles to Productivity
- Manage Your Email: Staying on Top of Your Inbox
- Conquering Paper Clutter at Home and Work
- Get Your Space & Time IN ORDER™



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## From Piles to Peace 5 Tips to Manage Your Paper

### Manage Mail Immediately

Set up a trash can/recycling bin/shredder all in one place and take a few minutes to get rid of the junk mail as soon as you come into your home or office. This allows you to focus only on the important papers that need action.

### Protect Your Identity

Spring for a good-quality shredder that will accept a minimum of 12 – 15 sheets in one shredding so credit card solicitations and other junk mail can go in unopened.

### Five and Done

Any paper item that arrives in your home or office that can be handled in 5 minutes or less should be acted upon right away. Get the small stuff out of the way quickly so you have more time later for the big stuff.

### Keep It Out

Taking a small amount of time now to remove yourself from junk mail, catalog, and other mailing lists, both paper and electronic, will save you time in the future.

### Maintain Daily

Taking 10 minutes each and every day to sort your mail and get your paper processed and into its proper place is much more efficient than having sporadic big clean-ups. Regular paper maintenance will save you time, money, and reduce your stress when you can find what you need when you need it with a minimum of effort!

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