

5f Plan™

Get rid of paper piles once and for all!

If you want to get paper piles out of your life you need a decision-making process going on as the paper comes into your life. Here is where the 5f Plan comes into action! As you go look at a piece of paper always ask yourself "What's the next action?" If there is no action the item is 'finished' and is either filed for reference or you toss, shred, or recycle it. If the paper is a 'fast' action and will take two minutes or less - just do it! If the action is 'for others' to do decide who to delegate it to and pass it off. If the action is a short-term 'future' project it has a home in the Command Center and if the action is a long-term 'future' project it has a home in a project folder. When you make one of the five decisions you'll never pile again!

What's the next action?

Finished



Fast



For others



Future
short term



Future
long term



Elizabeth's Vital Questions™

? The Bye Bye question:
Is there any logical reason I need to keep this?

? The File question:
Under what label would I think to look for it?

? The Command Center question:
When do I need to see this again so it's done on time?

Elizabeth's Vital Solutions™



Bye Bye Tools



In Basket
Command Center
Action Cards
White Board
Calendar System



Database System
Filing System

 **ELIZABETH HAGEN**

WHAT ARE YOU WAITING FOR?

