

There are two parts to a good **tickler file system**.

One part is the dated accordion file and the other consists of individual yellow hanging folders labeled for your repetitive actions. For the individual hanging folders go through a recently created pile of paper and mail that you need to take action on but don't know where to put them. This will help you recognize the action files you need. Label each with the verb that describes the action required. For example:

To Do Now

This should be a red folder right behind the Tickler File. You cannot go to bed or leave the office until this is empty!

Calendar Entry

Items that need to be entered into your calendar.

Call

Store phone messages until you return them.

Church

If you are active in a church put items here to bring on Sunday, prayer lists, etc.

Coupons

Pizza, restaurant menus, etc.

Data Entry

Items to be entered in to the computer.

Errands File

Hold shopping lists and items you need to get and then make one trip.

Family/Business Associates

Have a file for each family member or at work a file for each person you deal with on a regular basis. Put items in this file you want to discuss with them.

Online

Websites you want to visit, e-mails to read.

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Order

Keep confirmations of orders here until it comes/things you want to order.

Read

Items you want to read later. Take this folder when you go on a trip or to the doctor.

Receipts

Keep receipts for clothing and other items you aren't sure that you'll keep. Go through this monthly.

School

Have a folder for each school your children attend. Can keep class lists, school schedule, etc.

Take Home/Take Office

To File

Papers that you'll file later

To Pay

Put bills until they are put in correct date in tickler file and paid.

Waiting on Response

Items you're waiting to hear back from someone.

Write

It's important to use the Tickler File as much as possible and the labeled file folders for items that don't need to be done by a certain date.

There are two things to do when you've created your Tickler File system:

Put things in and take things out—DAILY! When you go through your papers think of the 5f Plan™—either the paper is Finished, Fast, For Others, Future Short Term, or Future Long Term. For a great flyer that explains this system go to www.ElizabethHagen.com/pdf/5F-Plan.pdf. Post this flyer in your office or kitchen to be reminded daily to make one of the 5f



WHAT ARE YOU WAITING FOR?

Plan™ decisions.

Decide on a specific time of day to check your Tickler File.

Either the first thing in the morning or the night before. To help start this new habits write "CHECK TICKLER" in your day planner at the time you've decided to it every day for 21 days. Eventually it will become second nature and you won't need to remind yourself.

Keep your system in a desk drawer or more visible on your desktop.

I have mine in a file frame box set on my desk. This makes it easier to remember to check it and to put things in and take them out. Put the Tickler File inside the front of the file frame box and the individual labeled folders behind it.

The Tickler File is where you put paper you need to take action on in the future.

If you need to write a letter on the third, you put a note to yourself in the space behind the number three. If there is a paper you need to act on in a future month, you file that behind that month. When that month comes around you look through the papers and decide what day you want to act on it, and file accordingly behind the number for the date.

www.TheTicklerFile.com



Elizabeth Hagen is a dynamic and inspiring [female motivational speaker](#), the author of Organize with Confidence and offers business coaching services to motivate women to stand out and accelerate their success. You can become more focused and have more momentum, more confidence, and more success. Elizabeth's book "Organize with Confidence!" will change your life and her "Speak Now and Forever Get New Clients Home Study Program" will change your business! Visit www.ElizabethHagen.com and receive her eBook "10 Fearless Lessons Every Woman Must Know" as her gift to you.