



SORTING THROUGH THE PAPER CHAOS

How To Decide What's Most Important



Take Control ADHD



Hello & Welcome!

Thank you for downloading “Sorting Through The Paper Chaos”. Organizing paper with ADHD can feel overwhelming, but targeted strategies can help you tackle the clutter.

This download provides tips to sort through your paper piles with less frustration. Don't let piles defeat you - leverage these tips to create order and clarity!

Thank you for your time and attention,

Nikki Kinzer

Founder of Take Control ADHD



Stay connected with Take Control ADHD to learn about upcoming events, ADHD tools, tips, and resources.

You can find us on [Facebook](#), [Instagram](#), [Pinterest](#), [Patreon](#) and [Discord](#)





Sorting Through

The Paper Chaos

It starts out as a small pile on the countertop.
Overtime, the small pile grows, and so does your frustration!
You can't find what you need, when you need it.

You remember seeing it, but where did it go?

According to the National Association of Professional Organizers (NAPO), we waste one hour every day looking for items we know we have, but can't find.

Can you imagine what you could do with an extra hour every day?

NAPO also says we only retrieve 20% of what we file. So, not only are we wasting time, we are wasting our space.

The reality: We keep too much paper!

What if you need it again? The fear is so real. You avoid your paper piles. We know the avoidance strategy is not helping, and the piles just keep getting bigger.

I have some good news—This guide will help ease your anxiety

Below are questions you can ask yourself to determine what is the important 20% of your paper you should keep.



Paper Sorting Questions

1) Does the paper have current or outdated information?

Before you keep anything, look at the date on it. Is the information still current? If there's a chance that more current information exists, recycle the old paper.

2) Does this topic still interest me?

It's ok to change your mind. Only keep paper that still interests you. If it no longer does, then recycle it.

3) Do I have time for this?

"Someday" is not a good enough reason to keep it. Be honest with yourself: Do you really have time? If not, save the space for things that really matter.

4) What's the worst thing that can happen?

Fear is a real roadblock, so think about the worst possible scenario: Could this paper or information be replaced?

5) Does the paper hold some kind of memory?

Be more selective about what you keep. Treasure the memories by storing them inside a memorabilia box or folder.

6) Can it be scanned or is there an electronic file?

While you are sorting, think about what paper could potentially be stored on your computer to free up physical space.

7) If I do decide to keep it, where will it be filed?

It's fine to keep paper, but make sure you assign it a home so it doesn't go back into a pile or end up stuffed in a drawer.

Unsure what paperwork to keep for taxes and legal purposes?

When it comes to keeping records for legal and tax purposes, it's best to consult official sources like the IRS website and your personal, financial advisors. Individual circumstances vary, so rely on their expertise rather than general guidelines. While we aim to provide helpful organization tips, we cannot offer legal or tax advice.



Do You Want To Learn More About Organizing Paper?

We can help!

The Paper Solution ONLINE COURSE



In The Paper Solution, Nikki shows you how to break down the project of organizing paper into steps that are clear, manageable and much less overwhelming than you've ever experienced.

What you can expect:

- Over three hours of tutorial videos, carefully describing each step of the process.
- Transcripts of all of the video material to help you cement new concepts and review easily.
- A library of downloadable organizing checklists and forms, designed to make sure you don't miss a step and develop new, more efficient organizing habits.

**To learn more about Take Control ADHD, please visit
www.takecontroladhd.com**



**Taking Control:
The ADHD Podcast**



Patreon Community



**Questions? Contact us:
info@takecontroladhd.com**



**ADHD Coaching
for adults**



Online ADHD Courses

