

The FAT System™

File – information you want to keep

Act – when the ball is in your court

Toss – when you don't need it

File

Contact Management

Reference Files

- Personal
- Business
- Archives

Act

In/Out/File Trays

Calendar(s)

Action Files

- By date
- By type of action
- By project/topic name

Toss

Wastebasket/

Recycle Bin/

Shredder

The Art of Wastebasketry®

Does this require action?

Can I identify a specific use?

Is it difficult to obtain again?

Is it recent enough to be useful?

Are there tax or legal implications?

***Or worst possible scenario...if I would
get rid of it and would need it again
what's the worst that can happen?!***