

The Paper Solution

Lisa Woodruff



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From the organizational expert called the “Marie Kondo of paper” comes a simple and accessible guide to paper management.

Founder of the popular blog, podcast, and Organize365 Master Class, Lisa Woodruff offers a book devoted to managing and organizing this single most abundant item in our homes.

The process starts with the **Big Purge**—a cathartic removal of the paper that’s bogging you down. Lisa shows you:

- What documents you absolutely must hold on to (your birth certificate and, yes, your divorce decree)
- Which papers you can shred today, from old Social Security statements to last month’s phone bill
- How to make your own “rules” for what to keep
- And the golden rule of decluttering: Get someone else to shred your documents!

The heart of *The Paper Solution* is a system she calls the **Sunday Basket**—literally a box that sits on your kitchen counter that holds all those stray papers, documents, and to-dos that clutter up your home (and your head).

Once you’ve set up a simple system to toss everything into your Sunday Basket and trained yourself to only dip in once a week, you’ll have **less stress, less mess, and more time.**

You’ll also learn:

- Why you should chunk your year into three “New Year” blocks for optimal planning.
- How to replace your bulky filing cabinets with an efficient system of 4 to 6 binders—making your most important documents accessible and portable in case of emergency.
- How to translate that Sunday Basket into a weekly plan to move your tasks from “to do” to DONE.

