



Top Tips

Managing Paperwork

'Do not on any account attempt to write on both side of the paper at once'
1066 And All That

1. Clear your desk of all paper except the specific job in hand.
2. Make sure your work space is organised so that the things you need are to hand.
3. Aim to handle each piece of paper only once.
4. Discipline yourself to make a decision on every piece of paper that crosses your desk, even if it's only a decision to seek advice, or decide when to review it again.
5. Sort paperwork into categories in priority order.
6. Keep a file for paperwork that you can leave alone unless someone asks for it – do this selectively and occasionally.
7. Eliminate unnecessary paperwork, and simplify paperwork wherever possible.
8. Learn to identify quickly the key points in letters and reports.
9. Distinguish between material that should be read carefully, and that which can be skimmed.
10. Develop a clear and concise writing style, and plan carefully the key points of letters and reports before you write.