



[THE CORE FOUR SYSTEM™]

A Paper Control Method That Works

Introduction to the kAos Core Four™ System

What will Getting Organized do for me?

How organized you become is your personal preference but getting organized is an essential requirement for optimum productivity and peace of mind. When you are organized, you are clear about what needs to be done and less stressed about having to do it. Being organized in your work space allows you to stay focused on the activities because you have reduced the surrounding distractions. And, most importantly, you are able to execute day-to-day functions with ease and speed.

Keep it Simple

Using the kAos Group Core Four™ system will help you create an organizational structure that your business needs to keep it strong so that it can grow! Using the Core Four System™ in your day-to-day life will help you in the following ways:

To - Do

Your To-Do will help you:

- ✓ Save time
- ✓ Assess how long tasks really take
- ✓ Create accurate time blocks for email, phone calls, filing, meditation, etc.
- ✓ Stay focused **and** on track
- ✓ Reach your goals
- ✓ Get more done – faster!

To - Pay

Your To-Pay will help you:

- ✓ Pay bills on time
- ✓ Avoid late charges
- ✓ Find bills easily
- ✓ Create billing systems
- ✓ Stay on financial track
- ✓ Empower you to grow financially
- ✓ Manage your bookkeeping and accounting processes

To - File

Your To-File will help you:

- ✓ Create a permanent holding zone until papers are put into the filing system
- ✓ Develop an effective system for delegating responsibilities
- ✓ Stay focused on tasks and file later
- ✓ Be more efficient. You can file while on hold or when you need a break from other tasks
- ✓ Create consistency in your environment
- ✓ Reduce piles of papers
- ✓ Eliminate lost paper problems
- ✓ Organize your taxes more easily

To - Read

Your To-Read File will help you

- ✓ Catch up on reading - take it with you to appointments and read while you wait
- ✓ Keep updated on your industry information
- ✓ Read more often
- ✓ Enjoy a break in the middle of the day to read an article or two
- ✓ Schedule time to read especially if you have a lot of materials to go through
- ✓ Recycle by organizing reading materials on line

The Core Four System™

A paper control method that works!

Are piles of paper getting in the way of your day-to-day productivity? You are not alone! Paper piling is a common paper-control practice for individuals who resist filing systems. Here are some common reasons they give for piling:

- “I know exactly which pile it’s in”
- “I’ll never find it if I file it away”
- “My filing cabinet is full”
- “I don’t know where to start”

In the 1990’s, after years of research and true life application, the founder of **kAos Group**, Deanne Kelleher, launched the Core Four System™. This four step system is an easy-to-follow method for overall paper, task, and filing management.

The kAos Group Core Four System™

Step One: Prepare the Core Four System™ Area

1. Write the following titles on a letter-sized piece of paper and attach each to an empty in-tray, shoebox or cleared space.
 - a. To-Do
 - b. To-Pay
 - c. To-File
 - d. To-Read

Step Two: Group Similar Items

1. Pick up one piece of paper and ask yourself, “Which Core Four System™ category does this paper fit into?”
2. Place the paper in that pile.
3. Repeat with all papers: ask the question and place it into the appropriate Core Four System™ pile.

Step Three: Clear the Piles

The next steps address how to clear away the newly-sorted paper piles.

The To-Do pile

Your To-Do pile may be an assortment of sticky notes and scrap papers. Now, follow these steps to organize them.

- Write all the To-Do's in **one place**, one book or one note pad. The point is to see them all at a glance.
- Since every To-Do requires an action, you'll know exactly what needs to get done and be able to do it faster.
- If a To-Do is an appointment enter it into your calendar.

The To-Pay pile

You'll know where your bills are, they'll get paid on time and you'll save money.

- Create one folder called To-Pay.
- Put all incoming bills directly into this folder until it is time to pay them.
- Consider using a 'file jacket' folder on your desktop.
- Once paid, the bill goes into the To-File pile.

The To-Read pile

These materials can sometimes take up a lot of space.

- Containerize your To-Read materials in magazine boxes.
- Keep a highlighter, tabs and note paper with your reading materials to highlight information, tab an important page, or take notes.
- Schedule personal/professional reading in your calendar.
- Once read, file/scan the article or recycle the document.

The To-File pile

The To-File pile represents papers that you want/need to keep. These papers are usually household papers, personal documents and business information.

- Create your filing system using the titles of the papers in your To-File pile. Examples include Utilities, Taxes, Auto, etc.

*For **File Naming Suggestions** visit the website at <http://www.kaosgroup.com/downloads/FilingSuggestions.pdf>*

- Clearly write the name of the file on a tab and attach it to the hanging file folder.
- Insert a sub-folder inside the hanging file with the same name written on it.

As new tasks and paper arrive, follow the **kAos Group Core Four System™** to maintain your productivity and your peace of mind.

Four Quadrants of Your Life

When paper flow, actions and activities are under control you can begin to plan what your next steps will be in the quadrants that make up your life – your home, your office, with your time and for your spirit.

Go ahead, jot down some things that you really want to do in the sections below and then schedule the activities into your calendar.

<p style="text-align: center;">Home</p> <ol style="list-style-type: none">1. Organize my closet	<p style="text-align: center;">Office</p> <ol style="list-style-type: none">1. Clean up email 'inbox'
<p style="text-align: center;">Time</p> <ol style="list-style-type: none">1. Make dinner plans with BF (best friend(s))	<p style="text-align: center;">Spirit</p> <ol style="list-style-type: none">1. Take a walk in the ravine

kAos Group is a Toronto-based professional and personal organizing consultancy. At kAos Group, we work closely with clients to help identify inefficiencies - the clutter and disorganization that prevents professional and personal growth - and help clients streamline their business and personal lives to reduce stress and increase productivity.

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