

Module 7 v Activity 2 v ORGANIZATIONAL SKILLS

Activity: Personal Filing System (individual or group project)

Materials Needed: File folders and labels (at least 12)

Directions: Put together a filing system for the major areas of your life that require you to prepare documents, letters, and forms.

1. First, make a list of all the different pieces of paperwork you prepare or respond to. This will probably be a long list if you really "shotgun" this first step. That's OK. The next step will help put some order into this.
2. Now group these items into some logical areas such as bills, insurance, house or automobile repair, or perhaps even schoolwork. The key is to find a balance between too many or too few groupings, either of which will result in difficulty finding things you need to retrieve. You might want to divide some of these major areas into sub-groups such as bills or the different classes you attend if you include schoolwork in your filing system.
3. Finally, place labels on the folders for the groupings you have chosen. You now have a personal filing system. No doubt, if you continue to use this filing system, you will add new folders over time and may even have to reorganize the entire system.