



Tracy's 3 HOW QUESTIONS™

Step 1: Stand at Inbox.

Step 2: Pick up a piece of paper.

Step 3: Ask one question at a time.

How can I get rid of this paper?

- Trash
- Shred
- Recycle
- Out/Others

How can I get this done on time?

- Do it NOW** if it will take 2 minutes or less.
- Schedule** task on calendar and then place paper in the Action File.

How can I find this when I need it?

- Place **SHORT** term papers in the **Action File**.
- Place **LONG** term papers in the **File Cabinet**.