

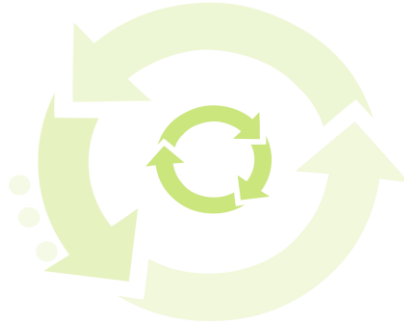
# The FAT SYSTEM™

Clutter is Postponed Decisions®



**File**

Information you  
need to keep



**Act**

When the ball is  
in your court!



**Toss**

What you  
don't need



## The Essential 7

1. Desktop Trays
2. Wastebasket/Recycle/Shredder
3. Calendar System
4. Contact Management System
5. Action Files
6. Reference Files
7. Desktop Search Solution

## File or Toss?

- Does this require Action?
- Can I identify a specific use?
- Is it difficult to obtain/re-create?
- Is it current? (version control)
- Are there tax/legal implications?

*If I throw this out and later find a need for it, what is the worse that could happen?*

\_\_\_\_\_ Can I live with that?

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