



## **How to Use the Paper Tiger System to File and Find Your Stuff**

Designed & facilitated by

**Meggin McIntosh, Ph.D.**

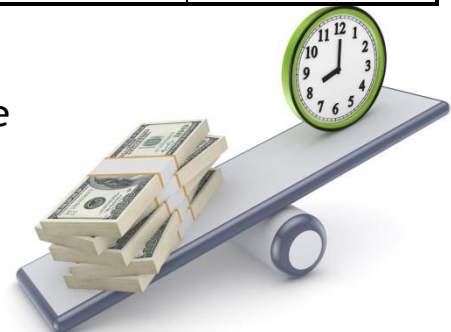
Emphasis on Excellence, Inc.

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## How much is your time worth?

Yearly Salary	Week	Hour	Minute	1 hour/day for a year is worth
30,000	600.00	15.00	.250	3750.00
35,000	700.00	17.50	.291	4375.00
40,000	800.00	20.00	.333	5000.00
45,000	900.00	22.50	.375	5625.00
50,000	1000.00	25.00	.416	6250.00
55,000	1100.00	27.50	.458	6875.00
60,000	1200.00	30.00	.500	7500.00
65,000	1300.00	32.50	.541	8125.00
70,000	1400.00	35.00	.583	8750.00
75,000	1500.00	37.50	.625	9375.00
80,000	1600.00	40.00	.666	10,000.00
85,000	1700.00	42.50	.708	10,625.00
90,000	1800.00	45.00	.750	11,250.00
95,000	1900.00	47.50	.792	11,875.00
100,000	2000.00	50.00	.833	12,500.00

The way I made these calculations was to figure a 40 hour work week, 50 weeks a year.

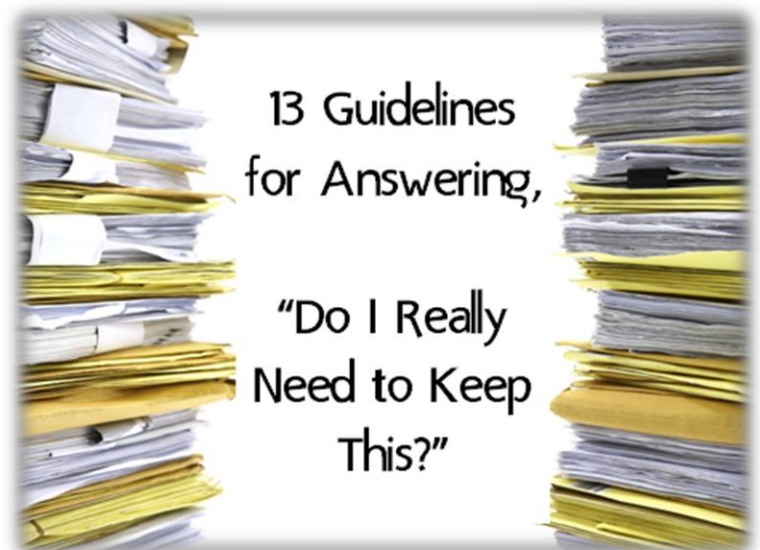


From a webinar by Meggin McIntosh, Ph.D. | The Ph.D. of Productivity™

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1. Have I used this item recently?
2. Can I see myself using it in the near future?
3. Can I identify a specific circumstance when I would want this information?
4. Could someone else use this now or in the future?
5. Does it significantly enhance my work or my life?
6. Did I ask for this information?
7. Is this the only place the information is available?
8. Would it be difficult or expensive to replace or reacquire this information?
9. Is the information recent enough to be useful? Is the information timely?
10. Is the information quality information?
11. Are there any tax or legal implications?
12. Do I want this item?
13. What is the worst possible thing that could happen if I didn't have this item?

Adapted from Silver, S. Organized to Be the Best and Hemphill, B. Taming the Paper Tiger, and Dorff, P. et al, File....Don't Pile! For People Who Write.



The “gist” of Paper Tiger and how and why it works:



- I. Set up numerically.
  - a. Files
  - b. Boxes
  - c. CDs
  - d. Cabinets
  - e. Notebooks
  - f.
2. You use **WORDS** – which are all searchable – to label what is in your files, boxes, notebooks, etc.
3. No worries about what to label or call something so that it can be filed in alphabetical order.
4. Just like you can find a website on the Internet by putting in key words as search terms (using Bing, Google, or another search engine), you can find anything you’ve filed just but putting in search terms.

1



2



3





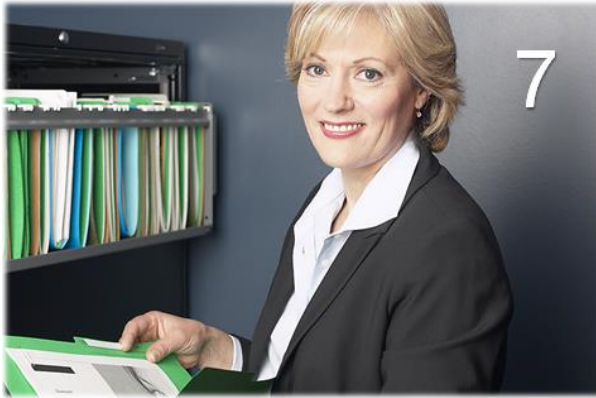
4

5



6







11



Step 12: Trust the system.



Sign In to  
Paper Tiger

Email

Password

Stay signed in on this computer (7 days)

**Sign in!**

<http://TryPaperTiger.com>

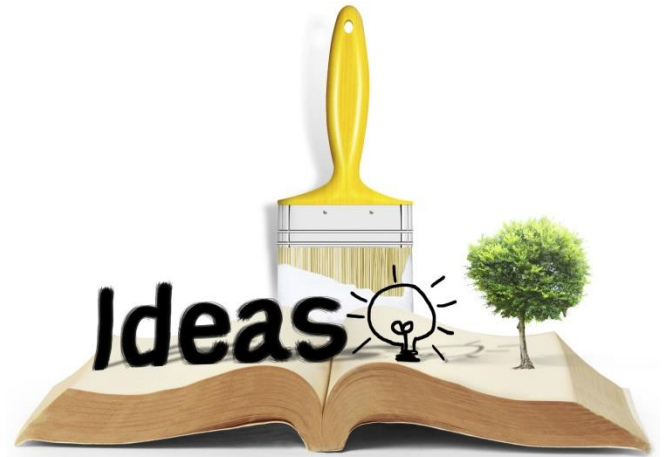
Any & all proceeds are given to either

- Kiva.org or
- DonorsChoose.org



## Other Resources for You from Meggin

If you are interested in more tips, tools, and techniques that you can use in your professional and personal life... check out the following:



- ★ **I Want to Be ‘Just Whelmed’** – Wee Weekly Workshops for bright people who care about what they do and the impact of their work - [www.JustWhelmed.com](http://www.JustWhelmed.com)
- ★ **Staying Positive in a Freaked-Out World**  
**Personal Workshop Program** – [www.StayingPositiveinaFreakedOutWorld.com](http://www.StayingPositiveinaFreakedOutWorld.com)
- ★ **Get a Plan! Guide® Series** (<http://GetaPlanGuides.com>)
  - Thwarting the Thieves of Your Time, Energy, & Attention (<http://getaplanguide.com/thwarting-time-energy-attention-thieves/>)
  - Way Better (**Waaayyy Better!**) Meetings (<http://getaplanguide.com/waayy-better-meetings/>)
  - Postponing Writing Procrastination (<http://getaplanguide.com/postponing-writing-procrastination/>)
- ★ **Teleseminars & Webinars, such as:**
  - So, What Does Meggin Use to Manage Projects? (<http://www.meggin.com/classes/manage-projects/>)
  - Marketing that Matters: Lessons from a Puffin (<http://www.meggin.com/classes/marketing-that-matters/>)
  - Productivity “Hot Spots” ([www.ProductivityHotSpots.com](http://www.ProductivityHotSpots.com))
  - 30 Articles in Just 30 Days ([www.30ArticlesinJust30Days.com](http://www.30ArticlesinJust30Days.com))
  - Obstacle Illusions: Are You Delusional? ([www.ObstacleIllusionProgram.com](http://www.ObstacleIllusionProgram.com))
  - Networking for Introverts (<http://www.meggin.com/classes/networking-for-introverts/>)