The Core Four System™
A paper control method that works!

You are not alone! Paper piling is a common paper-control practice for individuals who resist filing systems because of a few common reasons:

- 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 will enable you to create an easy-to-follow method for overall paper, task, and filing management.

How organized you become is your personal preference but getting organized essential 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 allows you to stay focused on the activities because you have reduced the surrounding distractions. And, most importantly, you will be able to execute day-to-day functions with ease and speed.

The kAos Group Core Four System™

Step One: Preparing 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: Grouping Similar Items

1. Pick up one piece of paper and ask yourself "which of the **Core Four System™** categories 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™** pile.

Step Three: Clearing 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 a culmination 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 importance 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 it 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.
- All incoming bills will go directly into this folder until ready to be paid.
- 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 or tab an important page.
- 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 to the hanging file folder.
- Insert a manila 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.

ORGANIZE. OPTIMIZE. AND PROFIT.