

My Five Traveling Pending Folders

Over the years of 2-300 days/year traveling, I have developed a set of file folders that go with me in my briefcase almost everywhere. And when I'm working at my desk, I stand them in a wire file folder holder right next to my in-basket.

IN

This is my traveling in-basket. Since life (and it's papers) tends to stick to me like Velcro, I found I need a file folder that can capture all the misc. receipts, scraps of paper, notes, mail, etc. that I collect while I'm moving around. I can then process it on a plane, or just dump it into my in-basket on my desk when I'm back.

RETURN TO OFFICE

This holds any already-processed items I've collected that just need to be filed or routed in my out-basket when I'm back at my work station.

READ/REVIEW

For the misc. reading material that I want to have available in the weird kind of waiting times--meetings late starting, in dentist offices, on the plane, etc.

ACTION SUPPORT

This holds the misc. kinds of support papers that I want to have with me when I'm doing actions that my organized lists remind me to do. Eg. letters to respond to, airline tickets for this trip, a document I need to edit. (These are usually one-only kinds of particles. If support materials relate to a larger project, I'll probably have that project file with me for them.)

DATA ENTRY

I keep tons of misc. data on my laptop, from rolodex stuff to restaurants to good ideas I might use sometime. So this is the file I use to hold items for which the only action is to input its info onto the computer. Business cards, articles about great restaurants in Boston, notes from a client meeting, etc.

These are all colored, plastic file folders--each a different color. (I'm so lazy I don't like to have to look at labels--IN is red, READ/REVIEW is blue, etc.) Plastic, because they last forever and stand up against my road-warrioring. You can order sets of plastic file folders from most of the office supply stores or catalogs.

These folders (thick and sturdy enough) are sometimes tough to find. This is where we get them:]

Oxford IronHide Plastic File Folders

*ESS-50328 Assorted Colors, 25/box, \$14.51
(5 each: red, orange, green, blue, yellow)*

*ESS-50366 Six Pack \$5.19
(1 each: red, orange, blue, yellow, green, black)*

*ESS-50367 Twelve Pack \$9.95
(3 each: red, green, blue, yellow)*