

How To Spend Less Time Filing By Using a Secret Weapon

by Neil Weisenfeld

If you want to spend less time filing and more time doing productive work, you should integrate a new product called File Flag™ into your filing system. It's a "secret weapon" that can save you tons of time.

File Flag™ is a small, plastic, butterfly shaped filing accessory that snaps into the slots of a hanging folder and has a little moveable "flag" that is pulled up to indicate that an item has been removed from that folder. File Flag™ doesn't interfere with the folders existing label tab and is designed so the file cabinet drawer can be closed while the File Flag™ is raised. When you need to re-file an item, File Flag™ indicates exactly where it belongs.

Many of us tend to have stacks of papers, folders and files on top of our desks or strewn around the office. Why don't we just re-file them? Its what productivity guru David Allen calls "unconscious resistance".

When you open a file drawer to return an item, you first have to visually scan all the label tabs on the files to see where the item belongs. It's time consuming and tedious to read through all those labels to find the right folder and this adds to our "unconscious resistance" to re-filing things. It's just easier to plop things down and commit to "doing it later". With File Flag, finding the right folder takes only a second and makes re-filing easy, fast and efficient.

Installing a little File Flag™ on each hanging folder takes only seconds and will update your filing system with the latest innovation in filing. Now there's no longer any excuse for leaving files or folders lying around your office because File Flag™ is just one more reason to get organized. File Flag™ is available at www.fileflag.com.

Neil Weisenfeld is a self proclaimed obsessive organizer and inventor of File Flag. File Flag is available via his website: www.fileflag.com