

# Paper Management

## SELF-ASSESSMENT QUIZ

Do you have mountains or molehills of paper?  
Take the Paper Management Self-Assessment quiz to find out!

1. I can locate most documents in my home within 3-5 minutes.

- True
- False

2. I am able to integrate new documents quickly into my existing file system.

- True
- False

3. I rarely misplace files or documents.

- True
- False

4. I find it easy to name and add files to my file system.

- True
- False

5. I can easily explain how to locate files to someone who has to retrieve a file from my file cabinet.

- True
- False

6. My file cabinet is in an accessible location.

- True
- False

7. My file cabinet is not overstuffed with files and documents.

- True
- False

8. I regularly go through my files to weed out and recycle or shred paperwork I no longer need.

- True
- False

9. I subscribe to online account statements whenever I can.

- True
- False

10. I pay my bills on time and can't remember ever having had to pay a late fee.

- True
- False

11. I handle my incoming mail on a regular basis (daily/biweekly/weekly) by organizing items into separate groups (bills, coupons, magazines, etc.).

- True
- False

12. I regularly toss all junk mail into recycling – preferably the day it arrives and before it lands on a flat surface like a countertop.

- True
- False

13. I recycle the magazines I've read on a regular basis and don't have copies older than 6 months in my home.

- True
- False

14. I have a place for all my manuals and product receipts.

- True
- False

15. I regularly clear my purse/pockets of miscellaneous pieces of paper.

- True
- False

16. I have a digital or paper calendar/planner/appointment book that is portable & easy to use.

- True
- False

17. I have birth certificates/social security cards/marriage licenses/property deeds/insurance policies/wills/educational records/passports/etc. safely stored.

- True
- False

18. I can easily find files on my computer.

- True
- False

19. I am able to send out holiday cards/birthday cards/etc. efficiently using my relatively up-to-date address book/contact management software.

- True
- False

20. I can locate my tax-related supporting documents for filing taxes without difficulty.

- True
- False

21. I have an up-to-date list of emergency contacts.

- True
- False

22. I organize my digital photos on a regular basis and discard the really unflattering photos. I usually back up the photos at the same time.

- True
- False

23. The books I own are relevant to my life and interests.

- True
- False

24. My personal recipe binder contains recipes I use regularly and/or a few I would still like to try.

- True
- False

25. The coupons I clip reflect the products I use or need to buy.

- True
- False