



Paper Flow: Your Ultimate Guide to Making Paperwork Easy

MaryAnne Bennie, Brigitte Hinneberg

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Are you wasting your hard earned money on late fees and fines? Does your inbox look more like an outhouse? Do you lose precious time searching for receipts, forms, or other important documents? Do you wonder what it would be like if you had a reliable, easy-to-use paper management system to restore order to your life? Stop wondering. The perfect guide for anyone who dreams of digging out from under their paperwork nightmare, *Paper Flow* arms you with a beautifully simple system for handling all the paper in your life. Never again will you waste valuable time on mad hunts through purses and pockets and piles of disparate papers for airline tickets, prescriptions, vouchers, invitations, phone numbers, or winning lottery tickets. With minimal effort, and just ten minutes a day, you'll conquer routine tasks like paying bills, handling correspondence, and filing. And you'll manage projects at home or work in less time than you ever thought possible.

- A simple, easy-to-use system for getting on top of your paperwork and keeping it organized and flowing
- A companion website features checklists, templates, plus a free program, The 28 Day Challenge, that helps you start bringing your paperwork beast to heel right away
- Provides a framework that allows you to create a system that's tailor-made for your needs and lifestyle

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