

Bonus #3

Tickler File Directions

Tickler comes from the medieval times. They would tickle the King to have him move on in what he was saying. Tickler means reminder.

- Purchase a Desk Top File Box
- Get 12 hanging folders tabbed (Jan – Dec)
- Have 31 manila folders numbered 1 – 31
- Place the 31 manila folders in current month.
- Place in area that is arm's length of where you sit and work. If you don't have an official desk, use a portable work file box and place the box in area where you will get to EVERY DAY.
- As you receive documents, place them in the manila folder that has the date you will tend to it.
- If you need to tend to it in a month you are not in, then place item in the hanging folder of the appropriate month.
- When the current month is over, take the hanging folder and place in back of Tickler Box.
- Place all the manila folders in the current month
- If there are items in the hanging folder, then place those items in the appropriate dated manila folders.
- **You must deal with what's in the manila folder each day.**