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## The One Minute Mail Solution

### WHY

Knowing where your information is is a key step to build your wealth, save time and eliminate clutter.

### 1. SET UP

Designate a holding spot for each of the 5 categories below (and yes everything will fit into these categories).  
ONCE, 20 MIN.

### 2. SORT

Distribute incoming mail and email into the appropriate holding spot so you know where to find it.  
DAILY, 1 MIN.

### INCOMING



#### Read

Put your eyes on it.



#### Enter

Record the information where it belongs.



#### Bills & Correspondence

Action items involving money and people.



#### File

Put it where it belongs.



#### Trash Recycle Shred

As much as possible.

### 3. PROCESS

Work on each category at a time and frequency you schedule to work on that category, moving the paper/email to file or trash as complete.  
DAILY, WEEKLY, OR MONTHLY, ~ 30 MIN. PER CATEGORY