

# **The Paper Tiger - *What Do I Need?***

- An "In Box" to place the paper you have not yet looked at
- A place to put frequently used files - a desk drawer, a desktop file folder or nearby file drawer
- A place to put reference files - additional desk drawers or file cabinets
- Pendaflex hanging file folders with plastic tabs (letter or legal, depending on your file cabinet)
- "Box bottom" files (hanging files with a 1" cardboard strip in the bottom) if you tend to have "thick" files
- Hanging file frames if your file cabinet is does not accommodate hanging files
- Manila files for use in files you take with you, or for subdividing files
- An "Out Box" - if you send or take papers elsewhere, located within reach of where you sit
- A "To File" Box - located within reach of where you sit
- Plenty of trash bags and recycling containers