**HOW TO DEBRIEF PAPERS, DOCUMENTS AND COMPUTER FILES**

*Placing items in the proper place for the next action.*

**Teachings**

* Debrief as you go
	+ It is important to keep things organized constantly throughout the day. This will support you in accomplishing your goals and being more calm within a busy lifestyle, no matter what your job in life.
* About overwhelm
	+ Overwhelm is not actually about how much there is to do. It is more about not clearly knowing what there is to do, not having a plan to do it and then worrying because it is not getting done. Putting things in their proper place for the next action is the start of knowing what needs to be done and the start of having a plan. This helps you be able to stay more present and focused on the work at hand because you are not so distracted by what isn’t getting done.

**What are you trying to accomplish?**

* Keep track of what needs to be done
* Lighten up and get rid of information that is obsolete or no longer needed
* Have a better grasp on where information is filed so it will be easier to find

**How to Begin**

* Set up file folders or computer folders with these headings:
1. Reference (no action)
2. Urgent (immediate action)
3. Actions (to be done)
4. Projects with many actions (in separate labeled folders)
5. Meeting
6. Follow-up (waiting for someone to do their part)
7. Debrief (need to still put it in its proper place
* It’s OK to add different folders as needed

**Sorting Questions to Ask**

* What is it?
* What is the next action to take? (Toss; for reference; need to do something)
* By when does the action need to happen?

**Other points to consider**

* Schedule time to continue with next steps
* Do you have questions or need more help? Sign in to Power School for who to contact.