

# Challenge: Paper-Sorting Powerhouse

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“Start small and start immediately.” - Cal Newport



## How to sort paper – Mental

There are only 3 Sections of the 4 Section System used when organizing paper; Themes, Calendar Year, and Rainbow.

Themes and Calendar Year are generally pretty easy for us to get our brains around.

Rainbow presents a challenge. What do we do with all of those printed papers, and what about papers with multiple colors?

## Prints, Patterns, and Multi-Colored

- ✓ A general rule of thumb for organizing your colored papers is to start with the solid colors first, then follow with prints/patterned papers.
- ✓ Sort your prints into groups within the color: distressed, dots, flowers, plaids, prints, stripes, etc. – stay consistent. Store these behind the solid color.
- ✓ With most multi-colored papers, there is one dominate color. Use that color.
- ✓ If you’ve got papers that are a “rainbow” of colors that you really can’t define, you can add a “Multi-Color” tab to the end of your Rainbow section. This is almost like a “miscellaneous” category, though, so only add the papers that really defy definition and obvious category.

## What are the exceptions?

Remember that one of your biggest goals is to be able to find things quickly and easily. That means keeping things together you will use together. This is true with colored/printed papers as well. As an example, if you bought pink floral paper for your daughter’s ballet pages, you wouldn’t put it into “pink” or “Spring/Summer” based on the color/pattern – you’ll want to store that paper with the rest of the Ballet stuff. **Sort by your intended use** – when something is VERY specific.

## What to do with “kits” and “stacks”?

If you’re a member of a kit club like Club Scrap, you’ll get a pizza box full of goodies every month. Instead of trying to take the kit apart, use their packing list to represent the kit in your *4 Section System*. Number the box and number the packing slip so you can easily find what you need when you’re ready to use it. You might want to print multiple copies so you can represent the kit in more than one section. You may also want a section that is just kit images/lists.

### Why Do We Buy Paper Stacks?

“It was such a great deal.”

“I loved **all** the papers.”

“It was a limited edition.”

“I had a 40% off coupon.”

Look around at the paper stacks in your collection. How many sheets of paper have you used out of each stack? How much was the stack? Divide the number of papers you’ve used by the cost of the stack. What are you paying on average for a sheet of paper from the “stack”? I suspect most of you will find the price per sheet is no bargain – 40% off or not.

### How to organize the “stacks” you’ve got

Don’t spend time pulling these apart. Instead, try to put a label on them (try a self-adhesive tab like our [Shut Your Flap tabs](#)), then incorporate them into your paper storage in the correct category. When you’ve worked your way through most of the stack, then take it apart and incorporate it into your other papers.

### How to Sort Paper - Physical

There are two ways to sort:

- 1.) Using templates – these will be used to sort your other materials as well. 12x18 works best.
- 2.) Using “dividers” – standing up in a paper storage box. Chipboard, cardboard, even unwanted cardstock works for the vertical sorting dividers.

### SCRAPS, SCRAPS, SCRAPS

- Recommended minimum size – 6” x 12” or larger
- Second choice – 6” x 6”
- File in the proper sections – DON’T keep a separate scrap box, bin, drawer...
- When your project is complete, toss out extras that don’t meet the minimum.

### How to Store - 3 ways to store your paper

**Option 1:** Use [Paper Storage Boxes](#)

**Option 2:** Use a ScrapRack with pocket pages for scraps.

**Option 3:** A little bit of both. Minor themes will have all their papers stored in [The ScrapRack](#). Major themes will be sorted and labeled in [Paper Storage Boxes](#). (Stay in the 3 Sections!!) All scraps can go into pocket pages in [The ScrapRack](#).

We have several paper storage options. [Click here to see the selection.](#)

**Things you'll need to complete this challenge:**

- Some type of paper storage tool(s).
- Dividers or materials to make sorting templates.

# Paper Organization Challenge Checklist

- Choose a storage tool for your paper.
- Create Templates or Dividers for sorting
- Sort at least 8" of paper
- Sort your scraps – throw away scraps that don't meet your minimum requirement
- Put your newly organized paper into the "Organized Only" area of your room/space
- Post your progress to the FaceBook group! (or send us an email)**
- When you complete this challenge, celebrate with reward #2

**Tips for Success:**

- Do things in small pieces. Be sure you have enough time to complete the task
- Set your "scrap minimum" size before you begin.
- If you're using Paper Storage Boxes and Dividers to sort, use "sticky notes" to label the Dividers. You may want to make changes before permanent labeling.
- Sort in natural light whenever possible.

*If you think about time like you would think about money, consider the last 60 minutes - did you invest them, spend them, or waste them?*



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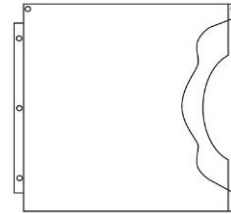
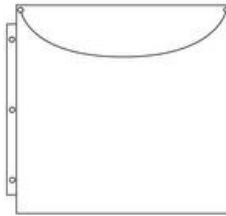
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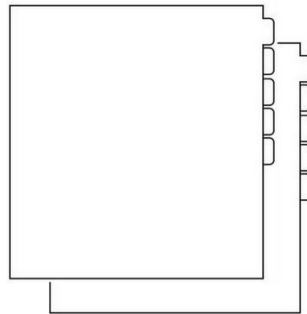
# Products Tiffany talked about in Class:

The ScrapRack is a perfect “Store-it-all” for craft supplies.



Use the SuperSized Single or Sideloader Single for 12x12 paper storage.

Store your paper for portability, either from your shelf to your desk, or from your shelf to a craft event.



Paper Storage Boxes, great for home use.

Paper Storage Box Dividers

Paper Manager kit – 7pc set – travels well.



12x12 Paper Handler  
with divider pockets

8.5x11 / A4 Paper Handler  
with divider pockets

6x6 Paper Handler  
with divider pockets



[12x12 Fab File](#)



[8.5x11/A4 Fab File](#)



[8x8 Fab File](#)



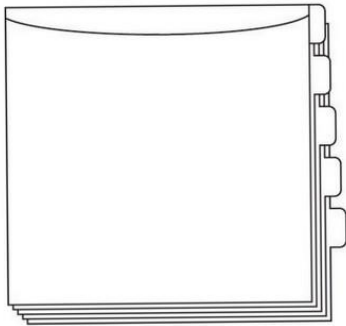
[6x6 Fab File](#)

## Scrap Storage Options

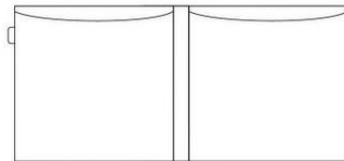
**ScrapRack:** [Fabulous Four](#) pages (6x6 pockets), [Vertical Double](#) pages (12x6 pockets) or [Double-Sided Duo 4x1](#)

**Paper Storage Boxes, Paper Handlers and Fab Files:** [ScrapMaster](#) or, [Tabbed Divider Pockets](#) for 12x12 and smaller sizes.

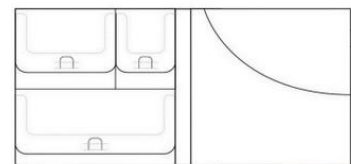
## ScrapMaster



ScrapMaster - set of 5 tabbed files



Outside pockets



Inside pockets



## The Paper Cart or Paper Cart with Paper Handlers

