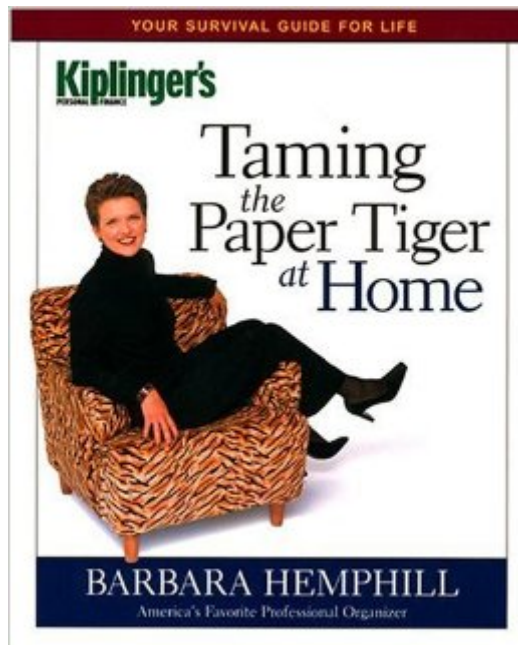


The book was found

Taming The Paper Tiger At Home



Synopsis

At home, people deal with piles of bills, magazines, receipts, and junk mail but they have no system in place for the non-stop barrage of paper that enters the house. This book taps into this problem and offers easy-to-follow guidelines on filing, labeling, recordkeeping, and living clutter-free.

Book Information

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Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (10 customer reviews)

Best Sellers Rank: #416,771 in Books (See Top 100 in Books) #87 in [Books > Business & Money > Processes & Infrastructure > Office Automation](#) #107 in [Books > Business & Money > Processes & Infrastructure > Office Management](#) #549 in [Books > Crafts, Hobbies & Home > Home Improvement & Design > How-to & Home Improvements > Cleaning, Caretaking & Relocating](#)

Customer Reviews

Months ago I saw the author on a morning talk show. I already own so many books on organization and clutter reduction, I thought what good would another book on the subject do me? Recently, after spending hours going through piles of paper that had been on the dining room table for weeks, and ending up with half of the papers in smaller piles, I ordered this book. I also ordered "Taming the Paper Tiger at Work" for my husband who is also "organizationally challenged". These books are quick reads, motivating, and the method the author lays out for managing all the paper in our lives is practical and easy. My husband took his book to work and spent the next two days revamping his files and was excited about it. My dining room table has been paper free for two weeks, and I know where to find info if I need, and what "papers" need to be filled out, or phone calls made. Not only is my house tidier with less papers laying around, I feel less anxious that I am "forgetting" something.

I really appreciate any good book on organization. I would like to thank the author for her great advice on how to divide and conquer your "action" papers. This book is a nice complement to "File,

Don't Pile" which gives much more detail on how to organize your other paper mess which is your reference files. I recommend both.

I'd read Barbara Hemphill's earlier book and was glad to see she's expanded it into two books now with the focus on work and home. Being a chronic paper hoarder means rereading this book occasionally before the paper overwhelms me. She really understands what needs organizing and streamlined, from messages to catalogs, recipes, photos, bills, tax records and the endless stream of paper that flows through our lives. Setting up the systems to handle our troublesome paper clutter brings relief. Some of it you know already, and just need a reminder, but other tips give new ways to handle the growing piles of paper. Very practical.

As a pastor, husband, father and caregiver to an ailing mother, I have more than my share of paperwork to manage at home. Hemphill has given me new hope that I can tame the paper tiger stalking on my increasingly cluttered desk! Her techniques are simple, easy to use and to understand. For anyone who is dealing with mountains of paperwork and is frustrated as a result, this title is a must-read!

I would have rated this book higher if it had been the first book I read about organization. However, I purchased 5 at the same time while on a work space organizational kick. I read Organizing Your Workspace by Odette Pollar first as it states it's a quick read. Paper Tiger gave the same basic organization structure as Pollar's book, but with a more interesting and real tone than Pollar. However, Paper Tiger spent the second half of the book on the big picture of organizational organization, the home office, computer files, and long term maintenance of the filing system. Things I'm not interested in right now that I am in the overwhelming start of a new organizational process. This info may be helpful to me in a few months when I have established a routine and can concentrate on long term maintenance. I would have found more practical time saver tips and starting advise a better help.

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