

ORGANIZATION OF PAPER

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A clerk in an office, performs the record keeping in general and ensuring the accomplishment of communication flow in an office. Their duties include filing and organizing records, distributing memos throughout an office, and fielding inquiries from customers and clients.

The organization of papers, documents, and forms is one of the main skills an office clerk should have. Being organized to papers or forms you will be able to manage your time finding such documents in a short time. Another you can manage your documents more efficiently, keeping your documents in order makes every document easy to find.

According to mindtools (2007), to have effective file management in your documents includes avoiding saving unnecessary documents. Take a second to read the contents always prioritize such important documents before the unnecessary documents, always be selective about what documents should be kept, and separate the unnecessary documents to another place.

Another, follow a consistent method for naming your files and folders, always divide different documents to their content for example appointment for permanent and substitute employees and leave of absence of employees. Always store related documents together, whatever their type. Storing documents even it's a word, pdf and spreadsheet file its important to store together it will become easier to find documents for a certain project.

Also always separate ongoing work from completed work. Separating complete and ongoing work avoids the documents from being misplaced and prevents some problems when submitting documents. Always make a designated location for completed work before starting new work.

Avoid overfilling folders, having a large number of the same file name in a folder must break the file into the main folder to subfolders. For example in "Appointment for Permanent and Substitute Employees" it can be renamed its subfolder to "APSE2020" and "APSE2021". Dividing a large number of documents into subfolders keeps the searching of documents of certain dates makes easier to find.

Lastly, make digital copies of paper documents with a scanner. Having a digital copy of a certain file gives you insurance in case the original copy is soaked by the rain, lost by being misplaced, or accidentally destroyed. Sometimes scanning documents won't be appropriate for all types of documents, for example, with legal contracts or documents with original signatures.

An organized paper, documents, and form make the workload of a person efficient.

It makes an advantage in terms of managing information, finding documents, and preparation of needed documents. Having designated folders in every paper, documents and form give the information more detailed and efficient to a certain project and it makes the searching of documents easy and didn't take too much time.

References:

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