9.3

WORKSHEET · CHAPTER 9

One paper pile

One tray, by the door. Paper in five places is a worry. A pile in one place is a job.

The tray lives _____

Weekly slot, and who keeps me company _____

Could come by email, or pay itself _____

BEFORE A CALL: MY FIRST TWO SENTENCES

1 _____

2 _____

On a bad day: put the paper in the tray. That's the whole job.