**Administrative Helps for Managing Information**

**1 Corinthians 14:40**

*Let all things be done decently and in order.*

**Part One:**

**1.**     **Minimize clutter.**

**2.**     **Commit to a system.**

**a.**     **Create lists.**

**b.**     **Create collections.**

**c.**     **Keep it simple.**

**3.**     **Establish Information-Processing Times**

**4.**     **Filter information at the source.**

**a.**     **Delete**

**b.**     **Forward**

**c.**     **Time activate**

**Part Two:**

**5.**     **Communicate information to the leader.**

**6.**     **Share information with the team.**

**Part Three:**

7.     **Hit the reset button.**