
Handout 12-4

**Paperwork Samples, for Problem Paperwork
(Structured Experience 12-11)**

How would you organize these items?

1. Notes and hard copies of materials from a monthly department meeting

2. An article on strategic planning (a long-term project) from a trade magazine

3. The first draft of a proposal a colleague left on your desk to review

4. An invitation you received through the mail to a client's open house

5. An unpaid invoice to turn in to accounting

6. Business expense receipts from attending an out-of-town conference

7. A book on leadership you've been meaning to read

8. A brochure for a seminar that would be good for your team to attend

9. Handouts from a recent training workshop you attended

10. Six sticky notes with reminders on them to call people back
