



PAPERLESS OFFICE? YOU CAN DO IT!



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For years now, the paperless office has been a goal that is hard to attain, but with today's technology, going paperless is easier than ever! I'll give you five reasons you should go paperless, and five ways to do it!

Why a Paperless Office?

1 **Security and Privacy**

No more lost keys to the file cabinet, your documents are secure and protected by the same encryption technology that banks use. You won't have to worry about visitors or guests going through your files when there are none!

2 **Instant access to all your files**

With a digital storage system, your files can be accessed on any device in a few seconds.

3 **Lower Carbon Footprint**

With each digital file, the paper and plastic in landfills decreases and future generations will not have to worry about your paper waste.

4 **Digital Backups**

All your important files will not be in a cabinet or drawer that is vulnerable to water or fire, they are on a secure digital server with backups!

5 **Save Time**

Instead of going to an office or storage location and digging through boxes of paperwork, you do a quick search on your computer, tablet or smart phone and you are viewing the document in seconds!

Transition to a paperless office:

1 **Sign up for e-billing**

The first place to start eliminating paper is your mailbox. Start requesting electronic bills for credit cards, utilities and other payments. If you are afraid you will miss an email statement, create calendar events for bill due dates and set a reminder. This will ensure that you don't miss a payment even if you miss the email!



2 **Use a scanner**

You can get a scanner for your desk and a digital scanner app for your phone or tablet. This way you can get the documents into your computer, phone or tablet for storage and start thinning out your file cabinets. Most all in one printers have a flatbed and document feeder for scanning, so you may have one that you have never used!

3 **Get a paper shredder**

Once you have everything scanned, start shredding! Pick a shredder based on frequency of use and types of media you typically need to get rid of. They make shredders that can pulverize DVDs and credit cards, make sure you pick one that can handle those.

4 **Get a backup, both local and online**

Pick up an external hard drive for under \$80 to connect to your computer for local backup. Your phone and tablet likely have backup space on iCloud or Google Drive, but also consider off-site and online backup for your PC or Mac. I use Backblaze, it is secure, easy to set up and just \$6 per month or less. For peace of mind, having an off-site backup is priceless.

5 **Get rid of your sticky notes**

Use the built-in notes and reminders apps on your phone and tablet to replace your sticky notes. You will always have them with you! You can also set a reminder based on time or location using your smart phone, take advantage of this technology!