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How to Live Paper Free

Each and everyday we use huge amount of paper. Everything from receipts to documents, letters to bulk mail. Apart from being bad for the environment, so much paper makes organisation and productivity more difficult. But with a few easy and simple steps, you can eliminate some, if not most of the paper in your life.

Firstly, lets examine receipts and dockets. We receive these on a daily basis. Most of the time, these are simply thrown away or filed into a messy heap. Fortunately there is a better way. Shoeboxed (www.shoeboxed.com) is a great service which will take your receipts and organize them for you. Its simply a matter of either mailing your receipts to Shoeboxed or take a picture with your phone, camera or an iPhone app. Shoeboxed will then keep them categorised and stored securely. There is no easier way to quickly access your receipts.

What about other paper items such as letters or own notes. How can these be stored more efficiently. Again there is another great tool available to help with this named Evernote (www.evernote.com)

Evernote can be used to store a digital copy of any paper item. Just scan, take a photo or email your items to Evernote, and it will do the rest of the work. The tool is so smart it can even recognise words in a picture of a document, for easy searching and storage.

Post it notes and scribble pads can be replaced by another free tool, Task.fm (www.task.fm). This tool will send through reminders via email, sms, voice call or Twitter and makes a great replacement to a post it note, which has no reminder capabilities. Task.fm is also smart and can understand natural language, meaning it interacts like a human being.

So as you can see, with the help of a number of great online tools, you can convert your endless piles of paper into a searchable, transferable and easily accessible digital version.