



Work Life Organized Tips by Peter Walsh

Binders

Ever turn your desk upside down looking for receipts or your flight itinerary? For travel, business and leisure, create a different binder devoted to your important documents. For your travel binder, include pocketed folders to store airline tickets and receipts, a contact section storing important phone numbers, and a location portion highlighting hot spots and destination details.



DiVoga Binders

Calendars

You might feel like multiple schedules lead to more confusion. For a little planning relief, combine home and work calendars. Simply choose various colors to mark important dates: one for professional tasks and meetings, one for personal appointments, one for social engagements, one for your children's activities, and so on.



InFuse Boards

Cork Boards & Sticky Boards

No need to hang lists, phone numbers and reminders all over your cubicle walls. Instead, create a one-stop message center with a cork or sticky board. Hang your daily to-do list, phone numbers, and a weekly calendar of events and meetings. That way, you'll have all your need-to-know information in front of you.

Labels

They're not just for big storage boxes anymore! Clearly label all file folders with the date a project started, as well as a descriptive, specific name for each subject filed. File or store folders alphabetically for quick access.



DiVoga Folders

Filing & File Folders

Chances are, you have a drawer devoted to your "I might need it" files. Did you know 80% of those files aren't going to see the light of day? Create a binder devoted to all of those important documents; and purge those "I might need it" files at least once every six months, and stock new file folders at the front of your drawer, so you can easily organize current projects.

Desktop Sorters

Sometimes, you just need papers close at hand, right where you can see them. But don't just let them take over your desktop! Instead, organize papers in labeled folders and stack them in a stepped organizer.

File Cabinet

If you're having trouble keeping your files straight, a little separation is a good thing: Keep current files within reach by organizing them in a rolling file cart. Then, use one filing cabinet to store recently archived projects and documents.



Wall Street File Cabinet

Pens

Who said a to-do list can't be fun? Get out your pens, and color-code your tasks. For example, write out action items with a red pen, and use a black pen to cross out completed tasks. Then, write follow-up notes or comments with a blue pen. At the end of the day, rewrite the list for the next day with your current action items.



TUL Pens

