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thank you for laying out a guideline and ideas of how to organize the many items that we store in our office.

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have to file. Then, make the files easy to find by using a different color of folder for each category you made, and label each folder. Additionally, prevent the folders from bulging by storing all documents unfolded.

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clears the way for higher productivity and less wasted time. Organizing your office doesn't have to take days, it can be done a little at a time. In fact, maintaining an organized office is much more effective if you treat it like an on-going project, instead of a massive assault.

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Whichever of these tasks you decide to do, remember that you can't completely organize your life in one go. It's a long, never-ending process so be patient. Just

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decide to get organized now then take baby steps until you see some semblance of order in your life.

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