

PROFESSIONAL ORGANIZING TIPS



- Keep organizing systems simple.
- Ignore the telephone. If it rings when you are working, let the voice mail take the call.
- Discard anything that's broken, outdated, or tough to operate.
- If it's hard for you to throw things away, put them in a box, write the date on the box and store it. If you haven't opened the box in six months, throw it away.
- Remember that 80% of what we file is never looked at again.
- Take 15 minutes each day to get organized for the next day.

