

ORGANIZING FOR YOUR BUSINESS...AND LIFE

EFFICIENT PROCESS +

BEST USE OF SPACE +

EFFECTIVE SYSTEMS +

SENSIBLE STORAGE SOLUTIONS =

AN ORGANIZED OFFICE & HAPPY PROFESSIONAL HOME

Everything has a home.

A place for everything and everything in its place...consolidate categories of items in one place so there's only one place to look. Also helps when it comes to purchasing and restocking.

Monitor spending on supplies and equipment.

Use up what you have before buying more...do you really need a new _____? Be greener. Go paperless. Consider reusable, refillable items. The initial investment now will save \$\$\$ and space in the long run. Maybe you'll have a new GOOD habit!

Never leave a room empty-handed.

Always have at least one thing with you to when you go from area-to-area or room-to-room so it's in or one step closer to its proper place.

Make paper AND electronic mail management important.

Have a recycling bag and shredding box handy. Pass through incoming mail every day and pitch junk mail immediately. Take the time to take yourself off magazine/newsletter subscriptions and bulk mailing lists.

Touch it once...MAYBE twice.

Challenge yourself to deal with people and things as they happen while prioritizing what needs to be done NOW.

Consider having ONE calendar for your professional AND personal life.

Batch your home & work errands and events so you're making less stops, able to plan others along the way, and not forgetting anything.

Try filing, not piling.

Using magazine file boxes makes the most of vertical space, keeps papers contained but accessible, and opens up your work area instantly.

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