



Office Management

Skyrocket Your “Efficiency” With Everyday Office Solutions

(NAPSA)—You don’t have to put up with files and piles everywhere. Not only is clutter aesthetically unappealing, it can zap workers precious time. In fact, American workers spend nine million hours collectively searching for misplaced information each day.

“Losing time because of clutter and inefficiency is a far-too-common workplace dilemma,” said Sharon Mann, organizational expert and president of the 100,000-member I Hate Filing Club. “Fortunately, it is easy to overcome. By making simple changes to your work habits and décor, you can welcome a newfound state of productivity.”

To increase “efficiency” and productivity, Mann suggests following these four simple tips:

File Properly

The average worker wastes 150 hours each year searching for misplaced information. To ensure important documents are always accessible, select high-quality hanging file folders with built-in storage pockets and preattached tabs. Pendaflex’s Ready-Tab Hanging Folders can help take the guesswork out of filing—simply flip up one of the staggered tabs, snap it closed and insert a label.

Banish Clutter

One of the quickest ways to obliterate disorganization is to rid yourself of workspace clutter. To avoid setting yourself up for failure, the rule of thumb is to set realistic goals.

- Keep half your desk clear at all times.
- Dedicate 10 minutes at the end of the day to clearing your desk.
- Act on a file as soon as it



enters your hands—never procrastinate.

- When transporting work, use a Pendaflex Mobile File to organize and protect important documents.

Color Code

Slash the time spent looking for a file in half by color coding your file system. Forget easily-overlooked (and bland) manila folders—purchase folders in a myriad of colors to help customize your workspace and stay organized.

Consider the following color-coding system: red folders for files needing immediate attention, blue for cold items needed for future reference, green for anything associated with money and yellow for long-term projects.

Label Everything

Labels can save a significant amount of time when looking for supplies and important files. High-quality handheld label writers, such as the DYMO LetraTag, can efficiently produce professional-quality colored labels quickly and easily. Create labels for file folders, storage boxes, drawers, CDs/DVDs and shelves—right from the portable label maker (no frustrating printer jams).

For further information on organization, log onto www.ihatefilingclub.com or www.pendaflex.com.