

# Swap Clutter For Color

## *Tips For Your Home Office*

(NAPSA)—Swap clutter for color in your workspace to create a refreshing and invigorating environment. A splash of color in your office undoubtedly has the power to boost your efficiency and enhance your mood. Staples, the office products superstore, offers the following easy tips for getting organized with color.

- Clear your desktop. Create broad and simple business categories into which you can group the various documents that mask the surface of your desktop. With bright Pop-up Notes to temporarily mark the categories, you can quickly sort your documents and save money. A weighted desktop organizer that provides a space for pens, pencils, highlighters, tape, paper clips and Pop-up Notes is an effective tool for decluttering your desktop, and it keeps them within easy reach.

- Update your filing system. Utilize color file folders to help construct an efficient and effective organization system. Create a folder for each business need and your household documents, too. Self-adhesive colored file folder labels will help you to quickly identify the content of each folder. House your new organization in an easy-to-access-and-expand stacking filing system that comes in nontraditional shades—like aqua blue.

- Accessorize and decorate. Basic office supplies in vibrant colors can add a bit of life to your work environment. Replace your dull black mouse pad with a red, purple, blue or yellow mouse pad. Mini-



ature staplers are compact, stylish and available in sky blue or eggplant. Enhance the atmosphere of your office with a small area rug, your favorite lampshade, or a vase filled with bright spring daisies. Add a splash of color to your walls by printing your contact lists, phone numbers and other frequently referenced documents in color.

- Make your home office feel like home. Personalize your workspace with photos of friends and family printed on your own inkjet printer. Staples brand ink, available for a range of printers, is a cost-effective way to print quality pictures. Affix colorful works of art from your budding artist with push pins that come in a range of coordinating colors.

- Maintain the order. At the end of each day, spend 10 minutes sorting through the day's work and putting papers, photos and office supplies in their proper, colorful place!

For additional tips on outfitting your home office, visit [Staples.com](http://Staples.com).