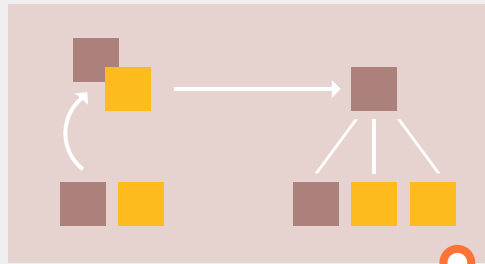


choose

SPRING CLEANING: ORGANIZE YOUR OFFICE

De-clutter! Look around, what have you not used in a while? Remove it!



Get a good label maker. Take the time to label shelves, bins, baskets drawers.

Keep a trash can in your office so you can get rid of things right away.

At the end of the day, take everything off your desk, clean it thoroughly and only put back what is needed for the next day.

Utilize your wall space. Hang whiteboards, calendars and shelves to optimize space.

Keep everything you need daily within reach. Use trays and containers for organization

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