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WHEN YOUR OFFICE IS ON THE RUN

When your office is mobile, it has to be efficient. Use these simple organizing tips to keep your papers at your fingertips and your mode of transportation neat as a pin!

- Use clear cosmetic bags or small Ziploc bags to store supplies such as pens, pencils, Post-its, paper clips, scissors, and a glue stick.
- Always have a box of thank-you notes and envelopes on hand to write on the go. Also include postage stamps and return address labels.
- Use a portable file box, filled with your current project and client files, to keep papers corralled. Or, if traveling by air or train, invest in an expandable briefcase. Make sure to have extra folders and labels so you can create new files on the run. Always bring company promotional materials, including extra business cards, just in case.
- Keep an envelope or expandable wallet file to gather expense receipts.
- If you have a laptop computer, store as much information on it as you can, e.g., phone numbers, calendars, and client information. This will limit the hard copy materials you'll need to lug around.
- Always pack your supplies in the same area of your box or bag. Before you leave, give it a once-over to make sure it's well stocked.
- Keep reading material together in one file. When you find yourself waiting for an appointment, take that opportunity to catch up on the latest industry news. Or, clean out your briefcase while waiting for the train or plane.

Elizabeth Bowman is a professional organizer and the president of Innovatively Organized, a professional organizing services company. She has a passion to help busy professionals streamline their homes, work spaces, and schedules.

Visit www.InnovativelyOrganized.com for more information. You may also contact Elizabeth directly at 206.369.8853 or elizabeth@innovativelyorganized.com.

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