



# FALL IN LOVE WITH ORGANIZING

1.

Remember to organize in small chunks - it won't seem so challenging

2.

Use colors to add structure to your files and help you find important files

3.

Buy sturdy products that will last so you don't have to redo all your files as often

4.

Choose a style that suits you - find your style at Smead Organomics

5.

Stick with it - all changes take time to take hold!

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By // SMEAD

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