



Ingenious, Creative, Practical, and Simply Preposterous Ways of Using Post-it® Notes



KEEP IT TOGETHER

# 137

## structuring files

I help clients create efficient filing systems, and I use Post-it® Notes in different colors to denote the umbrella categories, subcategories, and sub-subcategories, and even the names of the individual file folders. Because it's harder to move around the files themselves, we just move around the notes, and add or delete notes until we've fine-tuned the system. Of course, I include Post-it® Notes in the list of supplies my clients have to pick up before our first session.

*June S., Los Angeles, CA*