

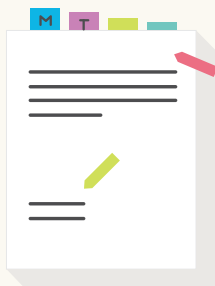


Office ORGANIZATION



Find It Fast

Use Post-it® Arrow Flags to quickly find important information in a notebook or planner.



1

Many office professionals use a notebook or planner to record meeting notes and capture actions within these notes.

2

Use Post-it® Arrow Flags during the meeting to identify actions or flag a page that you need to revisit after the meeting.

3

Consider assigning a meaning for each Post-it® Arrow Flag color. For example, if there are actions you need to delegate or review with your team, assign each team member his or her own unique color.