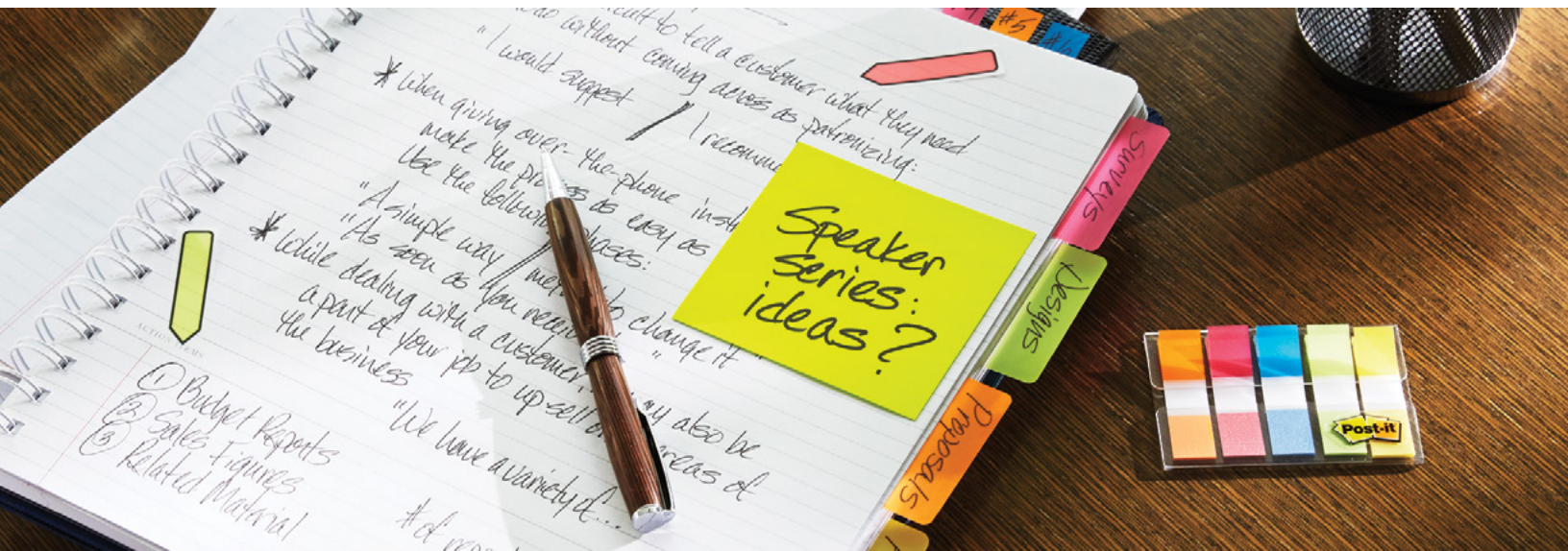


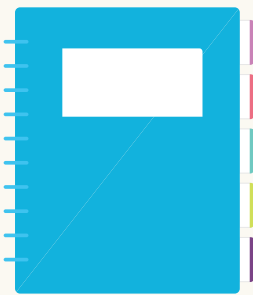


Office
ORGANIZATION



Organize

Use Post-it® Tabs to divide and label the main components of a project, so you can quickly find the information you need.



1

When starting a new project, set up a new binder to store the relevant materials.

2

Identify the main components of the project and use Post-it® Tabs to divide the project binder in sections.

3

As the project evolves, add or edit sections. Post-it® Tabs are writable and repositionable so it's easy to make changes.

4

Keep the binder slim and compact to make it easier to carry between meetings.

Post-it® Tabs are great for reducing bulk because they can be attached to any page without the need for binder divider pages.