

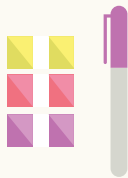


# Office ORGANIZATION



## Plan

Optimize your calendar system using Post-it® Flags to keep track of who is in and out of the office.



1

### Create a Key

Designate a meaning for each Post-it® Flag color. For tracking team vacation days, assign a color to each team member. For personal calendar management, assign a color to each major activity.

Examples: Vacation = Blue, All Day Meeting = Red, Business Travel = Yellow

2

### Start Planning

Using the color key you created, place 1" Post-it® Flags on the date boxes on your wall calendar. You can even overlap more than one Post-it® Flag on a given day if there is more than one activity taking place.

3

### Be Flexible

As plans change, simply move the Post-it® Flags from the date box(es) and reposition them on the new dates.

