



Office
ORGANIZATION



Prioritize

Make the most of each day by color coding your to-dos using red, yellow and green Post-it® Prioritization Flags.



1

Use Post-it® Prioritization Flags to create a color coding system that works for you. For example, red could denote tasks that need to be done today, yellow tasks must be done by the end of the week, and green are for reference or to be filed.

2

Each morning, make a to-do list of just the "red" tasks to complete that day. Cross them off as you complete them for an extra sense of accomplishment.

3

At the end of each day, revisit "yellow" tasks and change urgency if needed.

4

Set aside time on Friday to file or review the non-urgent "green" tasks. Best of all, you'll leave the office feeling in control and less stressed about the week ahead.