

THE CARRY-ON BAG

9 tips for traveling made easier.

Staying organized and reducing office clutter can make small businesses more efficient and save money. It doesn't take long to get buried in paperwork, and even digital information can pile up. Here are a few tips to rein in office clutter, from desktop to cyberspace.

Small laptop

with an 11- or 13-inch screen, so it fits on a fold-down tray.

Smart Tip Open all the webpages you'll need the night before to save loading time.

Privacy screen filter

that fits over your screen, so your seat mates aren't sharing your work.

Wi-Fi hotspot

either through your phone or on another device, so you have a strong signal when you need one.

Plastic or paper folders

in various colors, so you can keep your reports, projects or other paperwork separate.



Noise-canceling headphones

so you can tune out what's going on around you, and let others know you're not here to chat.

Smartphone

so you can quickly swipe through your apps or listen to music.

Pencil case

for pens, highlighters, reading glasses and miscellaneous items, so you don't have to fumble through your bag looking for stuff.

Health snacks

to keep your energy up.

Bag

so you can hold everything plus their power cords.

Smart Tip Make sure it has multiple sections so things are easy to find.