



“The Organized Office” Supply List

An Inbox

A Phone with a headset and a speaker

A computer that is less than 3 years old with Microsoft Outlook loaded (PC users) plus virus protection and firewall software installed (AVG & ZoneAlarm both have free versions)

An Electronic Organizer – better, an organizer & cell phone in one

PDF-maker software (PDF995 is free – www.pdf995.com)

1/3 Cut Letter-Size File Folders

1/3 Cut Legal-Size Hanging Folders

At least three file drawers with good mechanics, located within arms reach of your workspace
(unwieldy drawers impede organization because you will resist using them)

An electronic label maker

An extra roll of label tape and extra batteries on hand at all times

A multi-function machine (fax, copier, printer, scanner) plus one extra set of cartridges

A quality stapler

Lots of extra staples (much better than paper clips)

Post-It Notes in small, medium and large sizes

Small supply of paper clips and various size binder clips (Use thoughtfully – unrelated information often gets stuck in them)

Pens that are enjoyable to write with, that don't leak

A mechanical pencil and extra lead

A mechanical eraser and one refill

A large trash can & recycle bin

A shredder that takes at least 5 sheets at once plus credit cards, CDs and staples

A roll of tape and dispenser

Scissors

A Letter Opener

At least one lined paper pad

Lots of copy paper

A supply of quality cotton bond paper

A supply of heavier ink-jet/laser paper

Note cards & envelopes

Business Cards

A ruler

Internet access via a cable modem or T1 (dial up and even DSL waste too much time)

Your checkbook, extra checks & deposit slips

Envelopes & stamps

A postage scale

Expedited mail accessories (free from USPS, Fedex, UPS) including envelopes, stickers, labels

Scrap paper

A rolodex (for business cards of people you met but didn't make a “connection” with – file by industry or profession instead of by name)

PO Box 91283, Austin, TX 78709

Phone: 512-693-8530

Fax: 512-233-5168

