



1



<sup>(1)</sup> Post-it® Label Roll,  
white, 254mm x 177mm

6



<sup>(2)</sup> Post-it® Super Sticky Notes,  
Rio Colour Collection,  
76 x 76mm, 90 sheets

2



<sup>(3)</sup> Post-it® Index medium,  
green, yellow and red,  
2x50 index

1



<sup>(4)</sup> Post-it® Index Strong  
Filing tab, assorted  
colours 4x6 index

# 1 CLEAN YOUR OFFICE! OR NO TV!!!

Trace a line with the Post-it® Label Roll<sup>(1)</sup> and throw away the stuff you don't need. Only keep what's important. (Important, we said!)

# 2 DIVIDE & CONQUER

Separate your mess into categories and stick a Post-it® Note<sup>(2)</sup> on top of each pile with a name and a recap of its contents.

## SORT

# 3 THINGS OUT

Now go from pile to pile. Classify your documents into subcategories using your Post-it® Index Strong Filing Tab<sup>(3)</sup>.



# 4 LET PRIORITIES APPEAR NATURALLY

Use your green Post-it® Index Medium<sup>(4)</sup> for completed tasks, yellow for ongoing tasks, and red for late tasks.

# 5 BE AN

# ORGANISATIONAL CONQUEROR!

Bravo, you've achieved an heroic level of high-speed clutter-taming!