

As seen in

CHECK OUT THE TWIN CITIES NEWEST **ECO-LUXE** SHOP P. 30

HOMES

MIDWEST

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energize your office

✦ **USE COLOR** How energizing is manila? Not very. Color speaks to our emotions, creates associations, and encourages memory. Color-code folders or file tabs to represent a specific category. You'll add beauty and order.

✦ **GO VERTICAL** Store paperwork vertically, not horizontally. "Paperwork filed vertically tells the brain it's ready for action," Pastor says. That's another good reason to get rid of paper piles.

✦ **LABEL IT** Labeling containers and files dramatically increases your retrieval rate and cuts down on search time and duplication of effort.

✦ **DEACTIVATE "ACTIVE PILES"** We all have them—those stacks of papers in our workspace that "we're going to get to." "I don't care if you know or don't know what's in the pile," says Pastor. "When you leave it out, it continues to weigh on you and act as distracting white noise." Sort and file immediately.

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PHOTOS THIS SPREAD BY BOB BUCHANAN