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TIPS GET ORGANISED for University / College

- 1 More organised than Home**
If Getting organised without mum or dad seems impossible, try our Bankers Box range to store and organise your belongings at Uni. Whether its shoes, accessories or your notes and assignments, Bankers Box has the perfect solution for you.
- 2 Organising your time**
Keeping on top of things can be difficult especially everyday tasks when you have a pile of work to do. Stay on track and get organised by using FREE printables to create reusable to do lists and calendars by laminating them. From shopping lists, dentist appointments and study schedules, you can keep organised and simply use a dry wipe pen to simply wipe them away as you complete your tasks.
- 3 Protect and Present your assignments**
Bind your important documents together to get organised. Create your own binded documents such as Student Loan documents, insurance details, copy of passport and any important information you need. Having different binders keeps the information you need in one place which makes it a lot easier to find.
- 4 Shred everything**
Use a shredder to securely dispose of your mail, bank statements, old notes and any paper based clutter. It is important to remove clutter as studies show clutter in your surroundings can have a negative impact on your ability to focus and process information. So clearing your surrounds of paper based clutter is a great way to keep organised and focused.
- 5 De-Clutter your study zone**
Trying to work from your bedroom desk can be a struggle when there are piles of notes and general clutter. De-clutter your space with Fellowes range of Ispire desk accessories or Style desktop accessories to give everything a home and be easy to find.



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