

KEEPING LIFE ORGANISED

5

TIPS TO ORGANISE your Office for MAXIMUM PRODUCTIVITY

- 1 De-Clutter**
De-Clutter your desk and stop the paper piling up by shredding those unnecessary documents.
- 2 Protect Documents**
Prevent your documents being damaged by dirt or wear and tear by laminating them and make them last.
- 3 Professional Documents**
Presenting an offer to your customer, handing out your presentation, or just looking to keep your documents together? Binding your documents to give it a professional and neat finish.
- 4 Re-think Layout and Renovate Desk space**
Look at the way you work and think how you can improve it. Using a range of Fellowes workspace management / desk accessories will get you working healthier, more comfortably and efficiently every day and prevent health issues before they arise.
- 5 Find Everything a Home**
Be organised and file away those important documents and records, even ones you use regularly and take out upon use, keeping your desk clear.

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100
YEARS

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