

## Tip #1 - Clutter-Free Counters with Color Coded Organization

Are your counters hiding under piles of files?

Organizing by color is easier than you think with Ampad Evidence<sup>®</sup> filing products.



### Step 1 - Create Categories

Gather your piles and sort them into categories - bills, home, school, medical, etc. Next, choose a color to identify each category - green for bills and expenses, yellow for home, blue for school, and red for items that need immediate attention.

### Step 2 – Choose Evidence<sup>®</sup> Filing Products

Choose an Evidence<sup>®</sup> filing system that works for you - expanding files, hanging file folders, file jackets, and/or file pockets. For example:

1. Expanding coupon files keep recipes, grocery lists, and coupons organized each week.
2. Colored hanging file folders keep folders and documents together - leaving no need to search multiple places and/or files.
3. File jackets and pockets consolidate documents while making them portable and secure - an easy way to take those important files with you just in case.

### Step 3 – Get the Family Involved

Getting organized should benefit everyone - no more lost receipts, warranties, school forms, or bills. Some simple tips for the family:

1. Designate places around the house for everyone to deposit important papers.
2. Include the kids in your organization process - ask for input on colors for their categories.
3. Use brightly colored expanding files for yourself and the kids - make it easy to collect important documents on the go.

With these helpful tips and Evidence<sup>®</sup> brand filing products it is now easier than ever to get your piles under control, take back your counter space, and get the family involved!