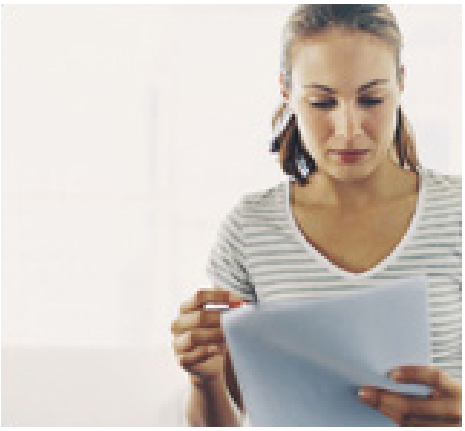
Color Coding the Office: Organize your office with color



Color coding in the office is a quick and intuitive way to make sure you find what you need. If you are new to color coding don't worry, we will help you through it. Once you get started on your color coding project you may be surprised at how intuitive the system really is.

If you knew there was a secret engine component that could make your car run faster and more efficiently and it was reasonably priced, how long would it take you to get it installed? No time at all, right? Well, there is a not-so-secret component that can rev up your work performance in the office and it's easy to use. What is it? Color Coding!

GETTING STARTED

Now before you begin ordering every color coding organization tool in the office supply catalog, keep in mind that color enhances function of a workspace when it has purpose. The goal is not to be colorful but color-purposeful.

A great starting point for adding meaningful color coding is with your filing system. First determine the major categories or groupings of information you need to file and then assign a particular color to each grouping. For example, assign red files for the customer category, green for financials, blue for vendor information and yellow for forms. Now materials held in hanging folders with corresponding colored interior folders will be virtually impossible to misfile, since different colors stick out like a sore thumb.

SAVE TIME WHEN FILING

Adding a color coding index strategy to a filing system is an enhancement that saves time in both retrieving and filing information. This can be especially helpful when dealing with large file categories such as clients, vendors or product lines. Each alphabet letter is assigned a specific color which visually breaks the file drawer down into smaller sections of color bands, so again, misfiled folders are easily spotted. Product selection in hanging files, folders and labeling products offer enough variety of color for minimal repetition in both lettered and numbered systems. Smead Viewables is one such product with software that makes it fast and easy to set up a color coded system.

COLOR AS VISUAL LABEL

Since people recognize color much faster than they can read text, using color as a sort of label is another opportunity for improving efficiency with color. For example, action files such as To Do, Pending and Waiting for Follow-up can be contrasted to each other by using a different colored folder. Before long you will begin to recognize the folder more by color code than by name.

Likewise, if you are working on several projects at the same time, assigning a different color coded project file for each one will make fast work of finding the one you need through the workday. Also, colored heavy duty portfolios or colored poly envelopes are good options when transporting documents to specific meetings, other departments and off-site locations. Not only is the material kept secure during transit, but each distinct color identifies the specific transport purpose making the materials easy to find whether on a desktop, in a drawer or on a credenza.

Adding even a little color coding to your world is sure to improve not only function at work but is likely to improve your view. So save time and reduce the stress caused by misfiled information by using a color code in your filing system.

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