

Home Office Supplies Checklist



Eileen Roth

Everything in its Place

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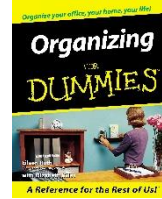
✓	Supplies	Notes
	Pens	Blue, black, red
	Pencils & Erasers	
	Highlighters	Only Yellow does not show when copied
	Markers	Permanent and regular
	Erasable Markers and Eraser *	For white boards
	Scissors	
	Stapler, staples and staple remover	3-25 sheets
	Rulers	12" and may want 6", may want clear
	Paper clips	Large and small
	Binder clips *	
	Tape *	
	Sticky notes and flags	
	Note pads – lined	Bound or spiral 8.5 x 11 or 6x9 or 5x8
	Phone message pad	Can use notepad
	Planner – daily or weekly with monthly	Paper or digital
	Printer ink	
	Copy paper	
	Colored paper	Colored card stock for binder spines
	Letterhead, Envelopes, Business cards	Printed
	Envelopes – Large 9x12 or 10x12	
	Labels: Address and Return Address	
	Stamps	
	Binders and Dividers	Heavy duty, locking binder
	3-hole punch	
	File Folders – if paper files *	Reinforced tabs (2-ply colored)
	Hanging Files	Reinforced standard green is sufficient
	Colored Hanging File Tabs	No clear
	Poly file folders for heavy use	For Take Action File™ system , travel
	Labels: File Folder and Tabs	
	Label Maker	
	* optional	



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Eileen Roth *Your Organizing Tour Guide*



As the author of *Organizing For Dummies*®, Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money. Eileen named her company Everything in its Place® because she truly believes that you can find a place for everything.

Eileen is a national speaker, trainer and productivity expert in the areas of:

Office Organization
Time Management

Home Organization
Student Organization

She helps people learn how to put everything in its P.L.A.C.E.™ This reduces stress and people find things WHEN they need them. In fact Eileen Roth's organizing principles are simple to remember, easy to implement, and maintenance is minutes a day to stay that way.

Eileen Roth's background stems from over 15 years in office and association administration. Clients include corporations, associations, and research facilities such as: Argonne National Labs, Northwest Airlines, the Paper Industry Manufacturer's Association, Wisconsin Bankers Association, ABA-New England and TAP Pharmaceuticals.

Major National Media

Today Show
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