

Labels, Container & Files, Oh My!

ADDiva Connection Call with Linda Roggli, PCC

It's not about clutter

Well, maybe a little bit about clutter....

Labels, containers and files are **SECONDARY** organizing tools

Get rid of the “stuff” first and cull the “good stuff” for filing, finding and storing



Why do you want to get organized?

- ▶ What's the payoff?
- ▶ Who will benefit?
- ▶ What are you hoping to achieve for yourself?
- ▶ How will you keep it “all together?” (a.k.a. “maintenance”)



It's all about TIME



Time is precious

- ▶ How much time do you spend looking for things?
- ▶ How much time do you spend berating yourself for LOSING them in the first place?
- ▶ How much time do you spend feeling defeated and overwhelmed?
- ▶ How many times do you SWEAR you'll do better?
- ▶ Do you? (Do better that is....)



Think ONCE and be done with it



Think hard about what you need

- ▶ Pay attention (!) to your ADHD and how it manifests
- ▶ Think really hard about what will work **BEST** for you
- ▶ You may need to slow down enough to **NOTICE** what isn't working first



Figure it out, set it in motion, let it work

- ▶ Why waste precious attention and focus on the mundane and routine parts of life?
- ▶ Create a system that works for YOU (and your unique ADD brain), then label it so you can REMEMBER the system
- ▶ Let the labels be your “external brain” so you don’t have to think about the little stuff... you can spend your time thinking about the INTERESTING and IMPORTANT stuff



Most important item in the office!



Label ideas for the kitchen





Kitchen cabinets

Labeled so that none of the front-of-shelf tags are visible to the outside when door is closed.

High shelves also labeled under shelf for out of view items (helps me remember where things are supposed to go).

Canisters labeled on top as well as on shelf. Note push button top for one-handed opening of canister.

Labels hidden underneath tall shelves



Easy maintenance: label position on shelves



Labels help others find/put away dishes



Utensil drawers are labeled INSIDE



Food and staples love labels, too



Contents of pantry drawers no mystery



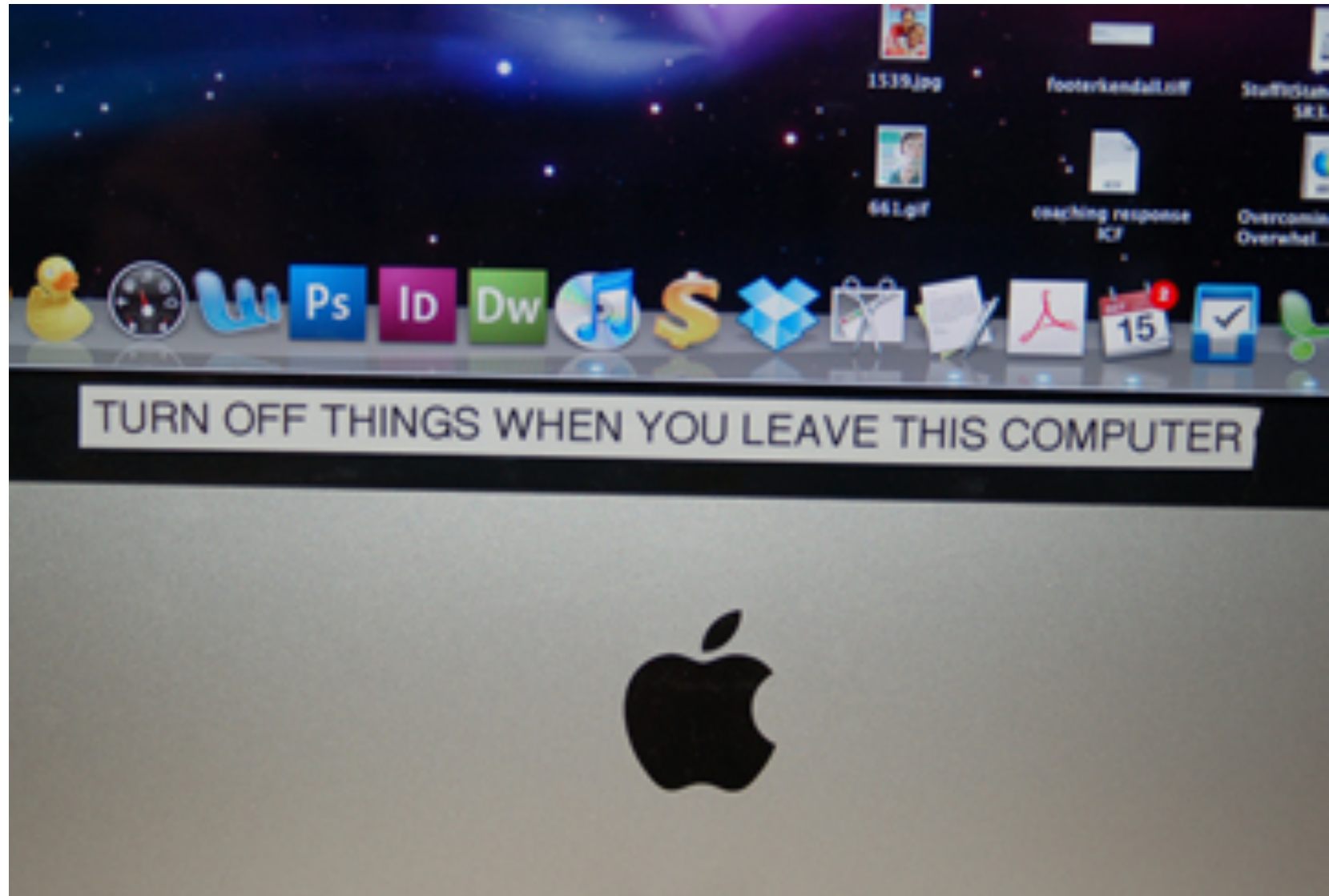
The garage isn't overlooked: recycling labels!



Labels can give direction to others ...



...or remind you to take action



A combo ID plus instructions (headset)



After you decide which papers to keep





File them in color-coded folders

You won't get bored so easily (drab green and manila folders were created because they provided the lowest energy and least distraction for military personnel)

I use green for income/ revenue/pay stubs,

Red for loans/mortgage/ rent/ credit cards

Orange for bills

Blue for charity, receipts

Yellow for taxes ONLY

Use consistent colors for similar topics



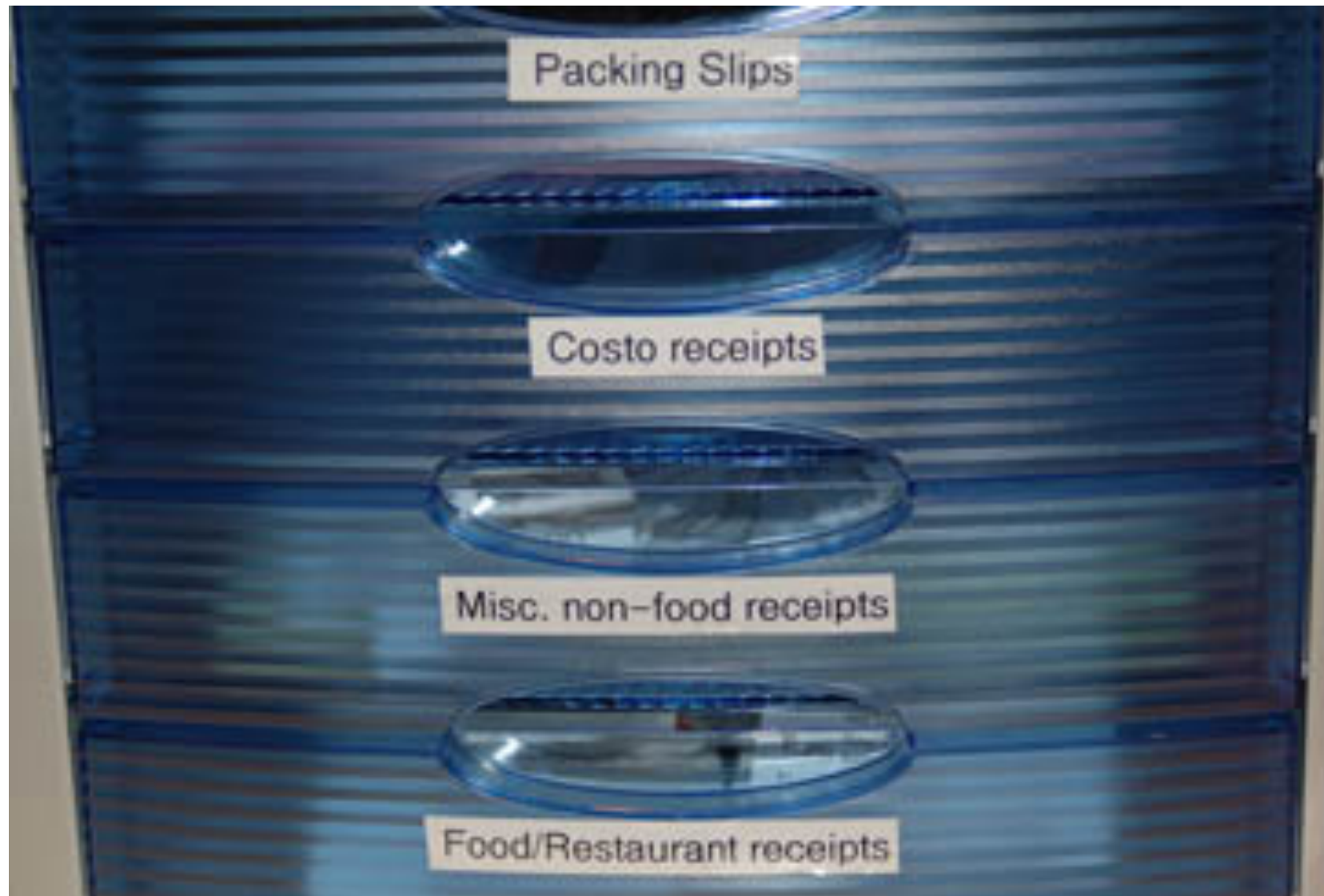
Micro-filing is OK if it works for YOU

Use hanging files **AND** file folders

- ▶ You can pull out the folder, use the papers inside, then return the info to the hanging file without rethinking the order of the file (think **ONCE**)



Choose friendly containers



Containers with snap lids work great



Holds tight on each end



Extra tall lids are a bonus



Divide, conquer and label!



Grouping the home pharmacy by illness



No need to be neat inside the (shoe) box



Boxes near the floor are best labeled on top



Think “outside the container”
Does this container look familiar?



It's a discarded napkin holder!



A “clearance” jewelry box becomes ...



A coaster hideaway in the family room



A cleaned-up makeup container holds meds



Makeup gets a facelift, too



Why shuffle through scads of makeup?



Label the side AND the top – easy match



Identical cases? ID by color vs name



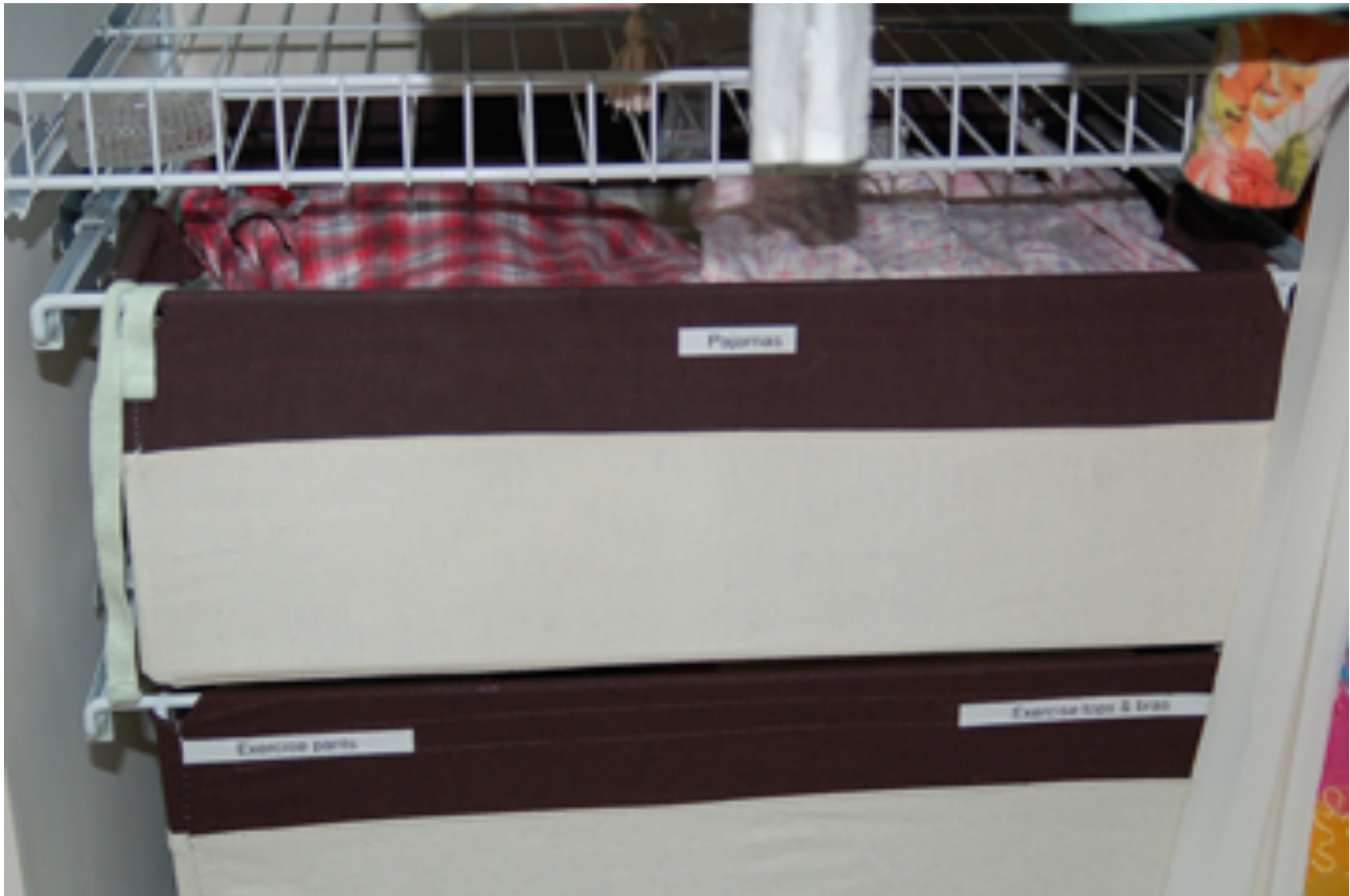
Translucent containers give hints
Labels give answers



Smooth containers prevent snags



Even sliding drawers get labeled



Dirty clothes hampers stacked/labeled





Office storage gets spiffy with snap on containers and labels for ID

Containers from discount store; all have handles on top and snap edges for security.

Translucent containers show contents easily, but labels identify full extent of storage.

If you buy containers, make sure they stack and/or nest together.



Different contents, different labels



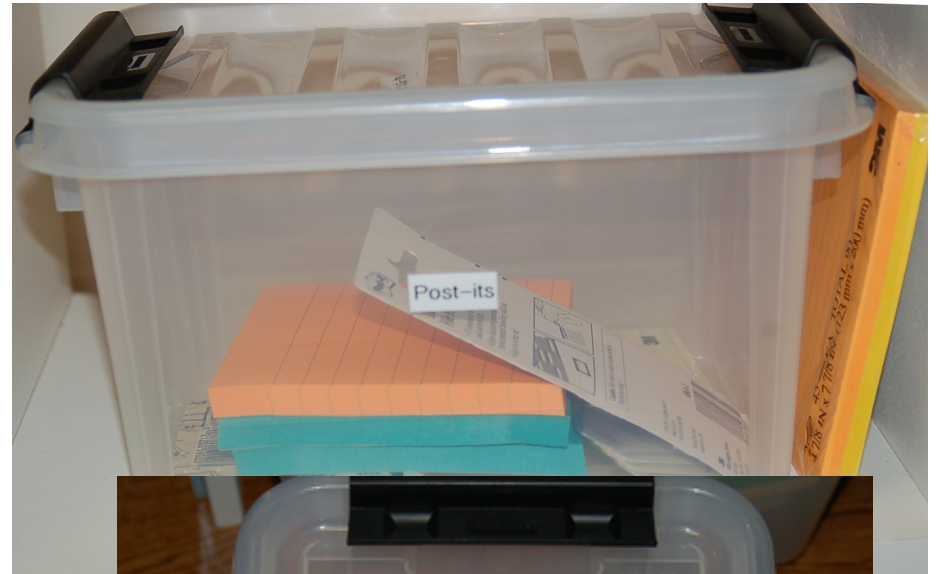
Colorful small containers = kitchenware



These stack proportionately



Label the top, front and side





No labels needed

When boxes are labeled so clearly that you can tell instantly what's inside, why bother labeling?

Think once.

Think smart.

Make it work for YOU.



Electronics have lots of mystery cords



Mismatched transformers = disaster



No question: computer, USB, components



Battery chargers need labels, too!



Post office box number (no one will know)



Find One Find All labels = Think Once



Linda's arsenal of containers, labels, etc.

- ▶ My labeler (PT 1900) is discontinued; if you buy a Brother labeler, look for these features:
 - ▶ Ability to print on two lines
 - ▶ Multi-size font adjustment
 - ▶ Auto tape cutter (vs manual – takes too much focus)
 - ▶ “Code” button that allows you to erase everything at once
 - ▶ Largest display you can afford – to see what you typed
- ▶ Unnecessary: communication with your computer; AC adapter; carrying case; USB cord; multi-size tape capacity (1/2 “ is all you need); memory capacity



Current Brother labelers

Not recommended

- ▶ P-Touch 1880 (\$40)
- ▶ P-Touch 1280 (\$50)
- ▶ Tapes: Costco online or in-store=\$39 for 4 tapes vs. Office Depot = \$19 for 1

Recommended

- ▶ PT 2700 (\$78 Amazon) **
- ▶ P-Touch 80 (\$24 Amazon)?
- ▶ PT-1950 (\$99 Amazon)
similar to mine
- ▶ PT-2710 (\$100 Costco)
incl case, adapter, etc.
- ▶ PT-2100 (\$50 Amazon)
(PT- 2110 at Sam's is \$84)



Containers, Notebooks & Files

- ▶ Really Useful Box (European company with office in IL)
 - ▶ Buy at Office Depot, online is best selection \$6 - \$23 each
- ▶ SnapWare containers
 - ▶ Buy at Target, Costco, Bed Bath & Beyond, Sears, JoAnne Fabrics, SpaceSavers.com
- ▶ Notebooks: Wilson Jones D-ring recycled single-touch binder,
 - ▶ Buy at Office Depot, Shoplet.com
- ▶ Colorful file folders and hanging files
 - ▶ Buy at Sam's Club, Office Depot, Staples



Storing & finding your “stuff”

- ▶ Find One Find All

- ▶ www.findonefindall.com (\$12.50 each sold in two-pack)

- ▶ Super Sticky Post-its (3M)

- ▶ Buy at Office Depot, Staples, Target, etc/

- ▶ Wall pockets, transparent only

- ▶ Buy at Office Depot, Staples, other office supply stores

- ▶ Cropper Hopper storage cart (10 drawer)

- ▶ Buy from scrapbooking-warehouse.com or Amazon



Remember: take care of YOU first



You deserve a life full of fascinating experiences;
spending your time reorganizing is not so fascinating.
Work with your ADHD so you can share your gifts:
the world is waiting!



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