

Organizer's Tool Kit

- pencils
 - pens (basic & colors)
 - sharpies (thin, regular, 1 or 2 extra thick)
 - highlighters
 - eraser

 - stapler
 - stapler remover
 - paper clips
 - binder clips (various sizes)
 - rubberbands
 - zip ties

 - glue
 - tape (scotch, double sided, masking)
 - washi tape (decorative)

 - scissors
 - box cutter
 - paper cutter
 - hole punch

 - labels
 - post it notes
 - label maker (& accessories)
 - laminator (& accessories) (I don't have this yet - on my list to get)

 - files (manilla or decorative)
 - hanging files

 - clipboard (love my clipboard!)
 - paper
 - notebook (spiral, if desired)

 - binder (I prefer binders to notebooks - just my preference)
 - pocket inserts
 - dividers
 - page protectors
 - 3-hole punch
- measuring tape
 - ruler
 - basic tools (screw driver - phillips & flat head, hammer, picture hanging kit)

 - containers
 - bins
 - boxes
 - trash bags (regular & heavy duty)
 - paper bags (good for temporary holding)
 - ziplocs (various sizes - I prefer slider kind)

 - organizing caddy (mine is from an art supply store - kind of like a tackle box!)
- Tips:**
- Before buying organizing (i.e., products such as bins or caddies), determine your needs (considering how much you have to store, where you'll keep it)
 - These are just suggestions - feel free to add to or just gather what appeals to you!

updated: 3/10/15