

Time Saving Tips

Get Organized

(NAPSA)—You may find you have more free time to spend with your family, friends and hobbies if you set some goals that will help keep you more organized and more efficient.

Where to begin, you ask? Consider these tips:

First, like many, your personal environment and workspace may need help that requires more time than you have to give. Conventional wisdom tells us what we need to know to get the job done—start small. By taking a simple inventory of the items you really need in the kitchen, garage or at your desk to keep you working diligently, you can eliminate unnecessary objects that not only clutter your space, but also are costly time wasters.

Next, equip yourself with everyday items that are more aesthetically pleasing, brighten the area and are truly functional. As consumers demand more from products and services, manufacturers are working to anticipate your needs before you even know them. Consider all your options before going with a tired old stand-by. For example, Swingline spent two years researching what consumers wanted and needed from their staplers and recently introduced a new line of manual and electric stapling products to meet those very specific needs, including a low



staple indicator function so you are never left in a “bind.”

Also, remember you deserve tools that work properly. If your PDA is out of date, consider a newer, high-tech organizer with added features. If you've had your stapler since your first job (you know who you are and there are a lot of you), you may care to consider a new line of staplers on the market that offer superior performance, sleek colors and design that feature new amenities such as staple storage and hidden staple removers. There's even a new electric stapler line to make life more simple if you are faced with daily piles of paperwork.

After you've streamlined both your work and personal space, you'll not only find you are more organized moving forward, but have more time to pursue other goals. For more information, visit www.swingline.com.