

LABEL, LABEL, LABEL

An important step in creating new systems of organization is designating a specific place for everything and committing to those places. If a stapler is taken from its drawer and used, it must be returned to its home base when you're done using it. Adding labels in an office is a great way to help anyone using the space identify what each item's home base is. Use the blanks below to create labels for everything in your office space.


