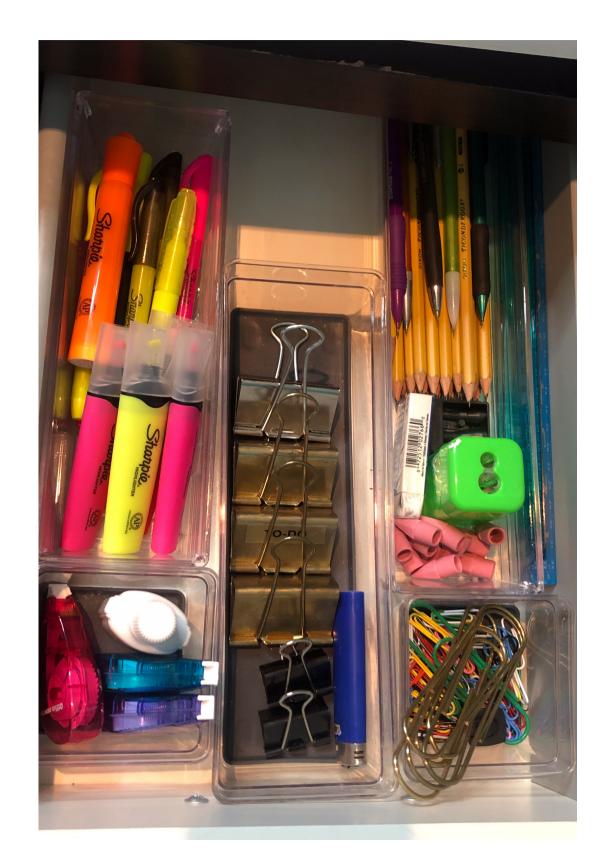


Desk Drawer (Work Center Zone)

Remove all contents

- Wipe out the drawer
- Install organizers
- Group like with like
- Put groups back into the drawer

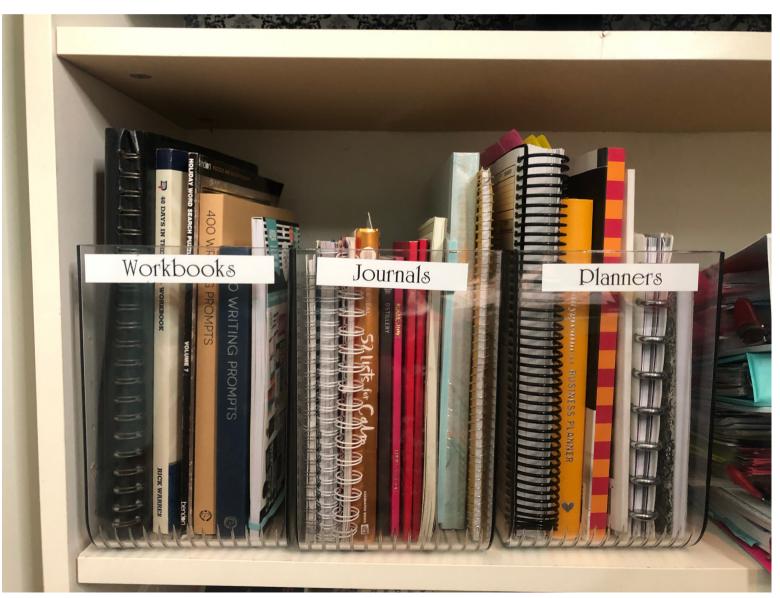


*Reference Zone* Collect all your Place groups

Collect all your
Journals, Planners
& Workbooks

Place groups in storage container

Group like items (Planners w/ Planners etc.) Add Label for ease of use



Printing Zone



Collect

- Printer
- Ink for printer
- Printer paper
- Cardstock

Place

printer+supplies on printer cart or inside of a storage cabinet to house these supplies together