

OFFICE ORGANIZING GIFTS FOR YOURSELF

At holiday time when you buy gifts for family and friends, think about buying something for yourself as well. There are many items that can make your work faster and easier – or just be more aesthetically pleasing. And they don't have to take up much room in your office or dollars out of your pocket.

One of my personal favorites is the **charging station**. It charges 2-4 devices while hiding the cords and plugs, and can be found in many locations and various styles. It provides a docking station for phones, ipods, Blackberrys, etc. without the unsightly tangle of cords. Versions are available at Overstock.com, Bed Bath and Beyond, Brookstone, Amazon.com and many other sites for prices ranging from \$15-\$100, depending on the wood, leather, or other material used. It is an attractive holder to keep, recharge – and find – all your devices in one place at both work and home.

Tracking all the new contacts you make can be much easier if you scan the business cards you collect into a **business card scanner**. They can then load directly into Outlook on your computer and you create/expand your contact database without any data entry on your part. Neatco.com, Amazon.com, Office Depot, and Staples carry such scanners, ranging from \$100-\$250. The Neat Company also has receipt and portable scanners.

There always seem to be several pieces of equipment and multiple devices to plug in at your workstation/desk. Rather than using the basic power strip, try some **power plug** variations for more functionality and style. The Powramid (\$30) is a 6-outlet round disk with LED lights, and the PowerSquid (\$30) is a 6-outlet device that looks like a squid. For traveling, there is a mini surge protector (\$23) with USB charger that plugs in a light socket. All are available at powersquid.com. A mini-squid (\$20) with a 4-port USB hub to plug in devices on your desktop is available at Amazon.com.

Who says office files have to be boring? **File folders** now come in many colors and patterns, which serves two purposes: you can find files more easily by color-coding projects/clients/types of files, and you can freely express your personality! Catalogs, retail outlets, and even office supply stores offer colored and designer folders. Some sites are Colorfulimages.com, Current.com, and SeeJaneWork.com. Office Max and Staples usually have a selection, as does Tuesday Morning.

A **wireless mouse** in cool colors is \$30, a **stand-up stapler** just \$10, and **desk drawer organizing trays** in fabrics/color can be found for less than \$10. For some off-the-wall office products go to www.knockknock.biz and find sticky notes, pad, clips, and folders with not so conventional messages.

We all live in our workspaces many hours of the day (and sometimes weekends), so create a place you like to be. That should make you happier at your job, which benefits both you and your clients/customers. Treat yourself this holiday season!

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