

## 3 Easy Steps for Purging Bulletin Boards and White Boards

By Daniel Roth

Bulletin boards and white boards are great tools for posting ideas and material. They help you track tasks and locate important information. But, these same boards often become choked with chaos all too quickly. You lose track of the important information and tasks. Has this happened to you? If so, these 3 steps will help you bring order and utility back to your board(s).

- 1. Sort material and ideas.** Take everything off the bulletin board and sort the material into categories, including trash. For the white board, review each idea on the board starting from the top left corner and working to the bottom right corner. Write down on a separate piece of paper, using categories, each item that you want to keep on the white board. Then erase and clean the white board.
- 2. Prioritize material and ideas.** Now that your board is clean and you have sorted the chaos, it is time to determine what the board will hold. Think outside the box by prioritizing. The bulleting board is most effective when it contains material that you access regularly and the white board is best used for tracking the status of an ongoing project or clients. Prioritize what you want on the board because it may not be able to hold everything you need. If this is the case, one solution may be to purchase a larger board.
- 3. Layout material and ideas.** When you finish prioritizing the content, you are ready to post the material in an orderly fashion. For a bulletin board it is best to post things by category. Example: Left side for general information and right side for current project information. A white board may be easier to layout on a blank sheet of paper. Once you determine a format that works for you, use the paper as a guideline to update the white board.

After you take these steps you'll see your productivity soar. You will reap the rewards of less stress as it becomes easier to find what you need, when you need it. Contact us for help if you are having trouble determining categories or layouts that are most effective for you.

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