



Organizing Your Business Cards

The days of the overstuffed Rolodex are over, but you still need to organize the business cards you receive (and a stack with a rubber band around it isn't gonna cut it). If you're old-school and still like to keep the actual business cards, here's a better way to organize them:

- Write the event and date on the back of the card so you'll know when and where you originally met.
- Group cards (alpha by industry, organization, etc.) to make them easier to manage and find.
- Store in 3-ring binder(s) with business card sheets and section dividers to protect the cards and provide easy access.
- Confirm information on seldom-used cards once a year; toss any cards with invalid information.



Need help getting the rest of your office in order so you can get down to business? Contact Happily Better After at **609.880.9682** or **info@happilybetterafter.com** today to get started.

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