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In this video I show you how to organize office files in the filing

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cabinet and binders in the home office! This is part 1 of a 9-part home office organization series. Part 1 - This is Part 1!

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To organize office files, start by developing categories and subcategories that will cover all of the documents you have to file. Then, make the files easy to find by using a different color of folder for each category you made, and label each folder. Additionally,

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prevent the folders from bulging by storing all documents unfolded.

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