

# Productive to the Max

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## ***Live in your Car?***

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If you were stranded in your car on a cold winter day, could you survive? Is that because your car is organized for any contingency or because you could very possibly live off all the clutter inside? You could use the old newspapers for warmth, the stale food would at least sustain you for a while and you finally would get around to listening to the end of all those CD's and book tapes. Considering you will spend an average of 1 hour and 13 minutes a day, 31.64 hours a month and 379.68 hours a year in your car, it could be treated as a second home. For many of us, the car has become our office.

Take the following steps to organize your car.

1. Declutter, clean and vacuum your car. Leave cleaning supplies and winter necessities inside for future use.
2. Decide what you accomplish in the car. Divide it into "zones"; general, travel, kids, shopping, office.
3. Make a list of what you need for each zone.
4. Determine where everything will go.
5. Buy containers for common items.
6. Maintain regularly.

Use a checklist to assist you in the process. Use the following headings to guide you.

1. What do I do in the car? general, travel, shop, kids, office
2. What do I need? windshield fluid, oil, directions, maps, phone number, school supplies, storage, filing system, desk

3. Where does it go? back seat, trunk, glove compartment
4. What containers can I obtain for common items? bin or bag, map organizer, entertainment center, boxes or folding crate, hanging files in a portable crate, baskets for product samples

Remember the organizing rule "common things together." Carry a folder for reading while you are stranded or at an appointment. Use a binder with pocketed dividers, one for each month of the year for correspondence, bills, birthdays etc and use as a portable desk. Invest in a mobile office on the go that contains all the supplies that you need. Purchase two crates or baskets so you can carry one into the house and leave the other behind.

Properly used, a car can become a very effective organizing tool.