

Faculty Development

Career Tools

[Faculty Development](#)

[On Being an Oncologist](#)

[Future Programs](#)

[Career Tools](#)

[Grants & Writing](#)

[Contact Information](#)

Getting Organized

An e-newsletter of organizing tips for faculty members. April/May 2007.

In this issue:

[Are You Gelling?](#) // [Going Green](#) // [Got Clutter?](#)

"Imagination is everything. It is the preview of life's coming attractions."

-- Albert Einstein

→ Some pages will open in a new browser window. M. D. Anderson does not endorse external sites.

I recently attended the National Association of Professional Organizers conference in Minneapolis at the end of April. And you know what that means! You get the lowdown on new organizing products.

- **My Vital Files.** The colorful file folder system came onto the market just a mere four months ago. When Peggy Thayer's father died, she had to organize his financial papers for her grandmother, and the idea for Vital Files was born. The files come pre-labeled and with blanks for all of your financial, legal, medical and personal documents. It's an easy way to organize your files at home by dropping your papers into the pre-designated file folders. The company even sells file totes and trunks for easy storage. It's a good idea those of us who live in hurricane prone areas, making it much easier to load the important files into your car.

Please note: The files are a little taller than normal file folders, measuring about 10 1/2 inches (manila folders are about 9 1/2 inches tall) and may not fit in all file cabinets. The designers already pledged to shorten the folders to make them fit in all file drawers by next year. Visit the company's [website](#). For a breakdown of their file names and categories, check [here](#).

- **Game-Savers.** This company came out a couple of years ago with plastic boxes designed to store board games. The newest game saver board is for the games Aggravation, Clue Jr., Scrabble Jr., Family Feud, Parcheesi, Monopoly Jr., Dora the Explorer and Charades for Kids. Other boxes, including "Retro" ones for games older than 1998, will be coming soon. Order Game Savers through the company's [website](#) or buy them at The Container Store.
- **BeachPack.** The Game-Savers company also has designed a new Beach Pack to hold everything a family needs at the beach. There are plenty of pockets on the outside of the bag as well as backpack straps. There is even a key ring inside the bag so you don't have to dig around for your keys. The bag is completely waterproof and will be available soon through the company's [website](#).
- **Organize Magazine.** A new magazine devoted to organizing debuts with the July/August 2007 edition in mid-June. Their mission is to provide "doable organization projects for real people with real lives," according to publisher Joyce Dorny. Peter Walsh from TLC's *Clean Sweep* fame is interviewed in the first edition.
- **Business Card Holders.** [Rolodex](#) has a line of pretty business card cases for those who require more flair. The cases come in teal, red, and black and are available at [office supply stores](#). Not all of the stores carry the entire Rolodex line.

- **Russell + Hazel and See Jane Work.** Speaking of flair, these two companies offer a variety of colorful office organizers. Over at [Russell and Hazel](#), you can find binders, photo boxes, journal holders, planners and sticky notes in a variety of colors. All of the storage boxes are acid-free. One of my favorites was the People+Places cards diecut for business cards. They simply slide in and you have enough room on the side to write a little information about the person. [See Jane Work](#) offers desk accessories for those who want to add life and zing to their cubicles and home offices. The company also has file folders with a variety of prints, including a vintage map of Paris.
- **Super Tab and FasTab Folders.** Smead's [Super Tab](#) has oversize tabs with more room for labeling. I compared a Super Tab and an ordinary file folder, and there's minimal difference. Of course, the tab is larger, and the front of the folder is slightly lower to accommodate the tab. The folder will fit all file drawers, and the company offers a free downloadable [template](#). [FasTabs](#) are hanging folders with a built-in tab and are stronger than regular folders. Unlike others, the built-in tabs are the same material as the file folder and there are no more plastic tabs and tiny white strips. Right now, the folders only come in one color, but company reps promise that more colors are coming down the line. FasTabs are being sold in retail stores now but won't be on Office Depot's website for another couple of months.
- **Stuff Stax.** Much like their stackable jewelry boxes, [Neatnix](#) also has a line of six stackable containers for office and craft supplies. They easily stack on a shelf or inside a deep drawer. It's a good way to clear up that junk drawer. The company's [Stuff Buckets](#) now come in more sizes and colors and are great for stashing kids' things during car trips and craft projects.
- **Enhanced and Premium Sinkware.** [Rubbermaid](#) has a new line of sinkware with antibacterial protection. These dishdrainers are a bit more stylish than your typical dishdrainer.
- **Gryptonite.** Gryptonite the Super Gripper is a multi-tasker. It can open jars, peel garlic, transform into a trivet and potholder, and withstand temperatures up to 500 degrees. The blue hunk of rubber even will stick to your refrigerator or dishwasher for easy storage. Check out the [Neatnix](#) website.

Are You Gelling?

Vacation time is upon us, and the airlines are sticking with the rule about no liquids and gels over three ounces in your carry-on bag. Kay Greer, an administrative assistant in Behavioral Science, came across the Pack Max Carry-On Kit. Selling for \$10 at Bed Bath and Beyond, the kit contains 15 small plastic bottles for shampoo, conditioner, lotions, and other beauty products in an airline approved one quart bag. The website sells a 25-bottle version for \$19.95.

Airlines are cracking down on weight limits for suitcases as well. If you are checking one bag, Continental charges \$25 if the suitcase is over 50 pounds. To lighten your load:

- Leave magazines and paperbacks you've finished reading behind in the hotel room.
- If you're attending a conference, purge any conference materials at the hotel. Paper adds a great deal of weight to a bag.
- For shoppers, toss the shoeboxes for those cute new shoes you just purchased. If possible, bring only one or two pairs of shoes to begin with.
- If you know you're not going to work out while you're on vacation, leave the workout clothes at home. Save yourself the guilt.
- Go to the nearest post office, pick up a flat rate priority box, stuff it full of papers, souvenirs, clothes, whatever you want, and mail it home for \$8.10 -- no matter how much it weighs.

[Back to Top](#)

Going Green

There's been a great deal of talk about becoming a little more friendly to our home planet, and I'm passing along a few "green" tips for those who are interested in changing their corner of the world. Here's a great USA Today [article](#) featuring lots of links and advice. Take a quiz and see how big of a footprint you leave on the planet.

[Back to Top](#)

Got Clutter?

I have developed 15-minute, 30-minute and 45-minute presentations on organizing and time management. Moving to a new building? I also have a 15-minute presentation on preparing for a move for your department.

I also do one-on-one sessions in your office and help you come up with a solution. To schedule a presentation or a one-on-one appointment, call (713) 792-8061 or e-mail [Janice Simon](mailto:jsimon@mdanderson.org) (jsimon@mdanderson.org).

To subscribe to this newsletter, e-mail [Janice Simon](mailto:jsimon@mdanderson.org) (jsimon@mdanderson.org).

Happy Organizing!

-- Janice

[Back to Top](#)

[Back to Previous Issues](#)

[Back to Career Tools](#)

©2008 The University of Texas M. D. Anderson Cancer Center
1515 Holcombe Blvd, Houston, TX 77030
1-800-392-1611 (USA) / 1-713-792-6161 (5)

[Legal Statements](#) | [Become a Patient](#) | [Make a Donation](#) | [Subscribe to Newsletters](#) | 