



Set yourself up for success by creating a home organizing tool tote! Your tote should have handles and easily move with you from room to room. This will provide you with all the organizing supplies you'll need, right at your fingertips.

Begin by gathering these items:

## Tools

- Tape measure
- Box cutter (for opening and breaking down boxes)
- Screwdriver – Phillips and Standard
- Hammer
- Pliers

## Office Supplies

- Pen & Permanent Marker
- Post-it notes
- Binder clips
- Scissors
- Letter opener (I prefer the straight kind)
- Tape or light-colored duct tape (I prefer Packing Tape for the Post-It Notes (they don't always like to stick to cardboard))
- Optional – Label maker & extra tape

## Tips

- I keep a collection of little nails and picture hanging hooks in a divided container with a lid, as well as extra shelf pegs (these come in 2 different hole sizes so see what you need before you purchase any)
- Your tote can have any look you please, utilitarian or chic, so long as it functions for you. Here are some examples I believe work well:

