

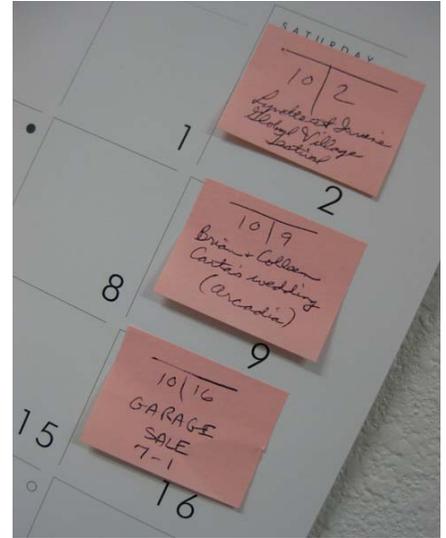
# Tickle Your Memory with Post-it® Notes

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Here are three cool ways to use the small 1.5" x 2" Post-it Notes.

**Reminders on a wall calendar.** Draw a big capital-T shape on the Post-it Note and write the month to the left of the vertical line, the date to the right of the vertical line, and the occasion (and possibly time) above the cross bar or below the "T." Place the note on the wall calendar used by your spouse or the whole family. This helps others remember individual or mutual time commitments without your seeming to nag them. It also is a great way to record important birthdays, anniversaries, and holidays so family members will notice and plan for them on time. If you like to call people on their birthdays, write their phone numbers on the Post-it Notes for easy reference. *Green tip:* Re-use these birthday and anniversary notes on next year's wall calendar.

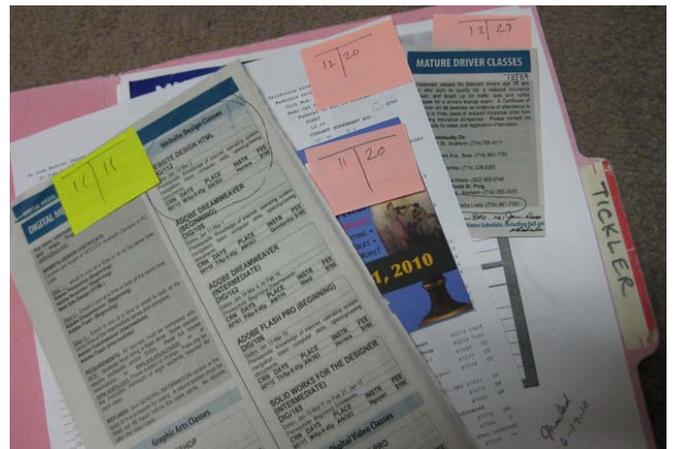
**Greeting card purchasing and mailing.** Using that same capital-T dating technique, you can use Post-it Notes to shop for greeting cards. Fold an 8.5" x 11" paper in half, with each of the resulting four panels representing 3 months of the year. On the



appropriate panel, place the Post-it Notes, with the person or couple's name written atop the crossbar. Then go shopping, panels in hand, for as many upcoming greeting cards as you wish—you'll often earn a quantity discount in the process, if you ask! As you select each card, place the appropriate Post-it Note where the stamp would go on the card's envelope, and tuck the card under the envelope's flap, with the bar code showing, for easy scanning during checkout. (Another big advantage of applying a note to each card's envelope is that you won't have to try to remember later which card you bought for whom.) When you get home, put each card inside its own envelope and then

place all the envelopes in chronological order, leaving the Post-it Notes in place. Set your stack of greeting cards somewhere readily visible, as a reminder to mail each card on time. *Green tip:* As you personalize and prepare each card for mailing, remove the Post-it Note from the envelope and place it back on the proper panel of your four-panel reminder system. And when the stack of greeting cards gets thin, use your panels to go shopping again!

**Storage of time-sensitive documents for classes, events, and other activities.** Use the same capital-T dating technique to place a Post-it Note in the upper right-hand corner of each paper-clipped or stapled stack of literature that relates to an upcoming class, event, or other commitment. Write the activity on your wall calendar or in your planner, along with a small circled letter "T." Then place these documents in chronological order within a bright red folder labeled "TICKLER," and store the folder in an easy-to-access location. The circled "T" on your calendar or in your planner indicates that you'll find all the materials in the Tickler folder when you need them. And the Post-it Notes in the corner of each set of documents make it easy to find what you need. ☺



**About the author:** Lynette Smith owns and operates ALL MY BEST Business and Nonfiction Copyediting ([www.AllMyBest.net](http://www.AllMyBest.net)), where she helps you get the results and respect YOUR writing deserves. In addition, through Good Ways to Write ([www.GoodWaysToWrite.com](http://www.GoodWaysToWrite.com)), the e-commerce division of All My Best, she provides such tools as "Treasured Letters" tips booklets to help you write your own personal and professional communications with heart. You may contact Lynette at [Lynette@AllMyBest.net](mailto:Lynette@AllMyBest.net).