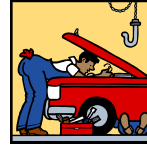


Melinda's Office Works presents:



## ***ORGANIZING YOUR CAR***

*in honor of National Car Care Month*

- Your car has zones, too. Keep regularly used things in the pocket by the driver's seat (zone A), like your mileage log.
- It's always good to have a first-aid kit. There are nice small ones that can fit in the seat or door pouches (zone B).
- Keep your trunk free of clutter. It's good to have an emergency box, like a closing tote box, with flares, a flashlight, extra shoes, a blanket, bottle of water, etc. (zone C)
- Keep only essentials in the glove box -- don't let it become a "junk-box". For example, put your registration & insurance card in a clearly marked envelope in the glove box.
- When getting gas, use the time wisely, while you're filling, to clean out debris & litter from inside the car.
- Be sure to bring a couple of items from your "To Read" stuff. It's a great use of time when you're waiting to pick up kids, or other traffic delays.
- Be sure to stay up on all the regular maintenances - oil & lube service, tire rotations, etc. to keep your car running properly and to avoid "unexpected car repairs" and inconveniences.

***Melinda's Office Works ... so can Yours!***