

Alpha QuickFind™ Directions-For-Use printed on the Whiteboard: (Easy as Steps 1,2,3)

- 1) Collect your small household items (especially hard-to-find items!).
- 2) Think of the first letter of the first word of each item and write the item name on the index whiteboard. Start with one item at a time and complete Steps 2 and 3 each time.
- 3) Create each item's space within the appropriate drawer by moving the dividers around and place a letter-sticker on the back divider of this space.

Helpful Hints for your use of the Alpha QuickFind™:

In addition to the above basic directions for use, here are many helpful hints:

- You will be glad that you spent the initial time upfront to build individual "item space" for each individual small household item with the flexible divider system which is inherent in the Alpha QuickFind™. Move the dividers all around to "surround" each item so it has its own space.
- Use the "sample master item list" provided to store similar items that are on this list and for help in listing items on your whiteboard, but make it your own household's Alpha QuickFind™ for your family's benefit.
- The index whiteboard "sections of letters" match the way the drawers are set up. You DO NOT have to list the items in alphabetical order on the whiteboard i.e. do some A-items, then some B-items, then another A-item, then some C-items and another B-item and a D-item could be the order as an example. Any order works, as long as the drawer is appropriate for the first letter for the item.
- You may find (depending on the items that you are storing) that ONE SPACE (as built by the dividers) will fit two items of a similar size beginning with 2 different letters within the same drawer. In this case, just use two letter stickers on the back divider of that one particular section to show that two items belong in that space – one letter per item on the back divider.
- Regarding the letter stickers – these confirm the first letter of the first word that you are naming any one item. You store the items based on the item's name, hence it is helpful to be able to refer to the index whiteboard to see the name of an item (i.e. Scotch Tape could be stored with a "S" for Scotch OR a "T" for Tape depending on your preference and how it is recorded on the index whiteboard. Others will also find this helpful to refer to as well.
- In addition, the letter stickers that you place on the back divider of each item's own section helps to bring your eye to the letter you are looking for when you open a drawer. If the item is missing and all other sections are filled you know the item belongs there if it has the correct letter sticker and the item fits for example.
- The Alpha QuickFind™ also helps everyone in the household to "return items" to the proper place because "each item has its own place now!"
- Store the extra dividers and the extra letter stickers at the very back of each drawer.
- At the back of the top drawer, you can store the directions for future use or for someone else's use. In addition, at the back of the top drawer you can also store the sample master item list as well. This master list is just a sample list of items but it is great to use it to get ideas of other small household items to put in your own Alpha QuickFind™.