



Getting In The Zone In Your Office

Use this worksheet to determine what you'll place in the different zones in your office.

Hot Zone Items – Items used on at least a weekly basis. Make a list of the items you know will reside in your hot zone.

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Warm Zone Items – Items used less frequently. These are often reference items that you need on a consistent but not always daily or weekly basis. Make a list of the items you know will reside in your warm zone.

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Cold Zone Items – Items you never reference but need to have access to for a period of time. These are basically your archived items and should be housed off-site. Make a list of the items you know will reside in your cold zone.
