

Organizational Tools

I always put the **RFP** (Request for Proposal/guidelines) **in a three ring binder** so that I can leave it open to guide me. I mark sections I refer to often with Post-It Redi-tags.

I put together an **accordion file with sections** or forms or pieces (letters of support) that are **finished**.

Paste a copy of the **table of contents** (outline or format, if there is no table of contents) on the front of the accordion file and keep it near the computer, upright, or scotch tape it to the wall.

If you can, **cut and paste the RFP into your proposal** as your outline to write the proposal, **color it** green or pink, and then kill each instruction as you complete it. That way you always see how much you have left to do, and what questions are left unanswered.