

TOP DRAWER ESSENTIALS

- a box of paper clips
- a ruler
- 3 or 4 pencils (sharpened)
- an eraser
- a nice pen (for yourself)
- a box of ball point pens (to lend out to the scavengers in the office who will probably never return them)
- highlighters in a couple of different colors
- sticky notes
- report bands and rubberbands or a rubberband ball if you really use a lot of them
- a glue stick
- a box of staples
- a bottle of pain reliever
- change for the vending machine