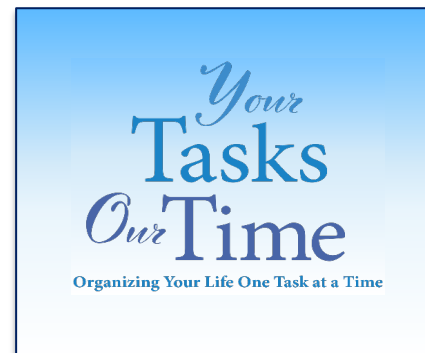


TIPS FOR ORGANIZING YOUR DESK

Having a clean workspace can help improve focus and productivity.

PURGE AND SORT

- ☐ To simplify your desk, you will need to go through all the items on top of your desk and in the drawers to decide what needs to stay in the space.
- ☐ Begin by gathering all the papers piled up or scattered about and put them in one pile. Then you should do a “quick sort” by looking at each piece of paper and deciding on which category it needs to be placed: (1) Action, (2) To Be Filed, (3) Trash, or (4) Shred.
- ☐ Then go through the remaining items on top of your desk, and items inside each drawer to decide what you need to keep, what can be donated (like extra office supplies you won’t use), and what can be tossed in the trash.
- ☐ As you go through your items, group similar items together. For example, all paper and stationary together or all pens and pencils together.



ORGANIZING SOLUTIONS

Once you decide what you want to keep, then you need to figure out how to set up your desk to promote productivity.

- ☐ **Office Supplies** – The smaller office supplies like pens and charging cables are best suited in shallow drawers. You can use a drawer organizer to keep things neatly grouped and easy to access. Any extra supplies can be stored in the back of the drawer or in another location if you have limited drawer space.
- ☐ **Files** – Deeper drawers are good for storing your files in hanging file folders. The key is not crowding the drawers. If you can’t easily pull out a file, the drawer is too full. It will make it difficult to file new paperwork and the papers will end up piling back up on your desktop.
- ☐ **Miscellaneous Items** – There always seems to be random items that need to be stored in your desk, like a calculator, batteries, or tripod for your smartphone. Try to keep those random items to one drawer.
- ☐ **Desktop:**
 - ☐ *Essentials* – Only the items you use regularly should be left on top of your desk to keep it clutter-free.
 - ☐ *Mail* – If you handle your mail at your desk, sort through it immediately when you bring it inside. Leave a recycle bin and shredder next to your desk to discard junk mail and to shred confidential items right away.
 - ☐ *Action Items* – A letter tray on top of your desk will allow you to visually see the action items you need to address.
- ☐ **Notepads** – If you like to write “To Do” lists, keep them in one notebook instead of random post-it notes. Or you can become familiar with the notes feature on your smartphone.

CREATING A FILING SYSTEM

- ☐ When creating a filing system, keep it simple. Start off with broad categories. If a file gets too large, then break it down into more specific categories. For example, start with one medical file for the entire family. If a family member gets sick and has a lot of paperwork to keep, then create a separate medical file for that specific family member.
- ☐ Use a filing system that works with the way you process information. There is no universal system that works for everyone. It comes down to what file names make sense for you. Some choose to organize files alphabetically and others organize by category (e.g., financial or medical). The key is that you can find a piece of paper you’re looking for when you need it.
- ☐ To minimize the amount of papers taking up physical space in your desk or house, you can always scan the documents, so you have them electronically. The same suggestions apply to e-files ... keep it simple and in a format that works for you.
- ☐ To reduce the amount of papers that come into your home, try to switch to paperless statements for bills or other accounts whenever possible.