

Make Your Desk Work FOR You!

Take a look at everything on your desk. Decide which areas your desk needs help with and check those areas. Then, go through each area and take action.

Break areas needing a lot of work into smaller tasks by doing one numbered task at a time. Areas needing less work can be combined.

Folders and Loose Papers

1. What exists electronically? Recycle or shred.
2. What will you need in the next day or two? Organize these with a desk folder organizer.
3. What will you need to reference later? File or add to an online organizer (e.g., OneNote) immediately.

Email

1. Do email alerts distract you? Turn off alerts.
2. Do you have a lot of calendar appointments? Sort or scan your Inbox first for these. Then move onto emails.
3. Do emails stay in your Inbox for too long? Or do you touch an email multiple times before taking action on it? Strive to empty your email Inbox at the end of the day. As you read each email, take immediate action on it so you are only touching each email once.

Post-its

1. Do your notes pertain to a specific project or person? Document these notes immediately in an online organizer like OneNote to keep similar thoughts and notes together.
2. Are the post-its still current and valuable? If not, store the information online for future reference (see above) or recycle the paper.

Office Supplies

1. What supplies can you return to a common area (e.g., printer area)?
2. What supplies do you use frequently? Organize these with a desk organizer.

Personal Pictures

1. What pictures help you create a productive environment? Can you pair these pictures down to one or two inspiring/happy pictures? Bring the rest home.
2. If possible, hang your picture(s) on the wall of your cube/office to free up more desk space for working.