Tips – How to Organize Your Desk

https://www.youtube.com/watch?v=Oklg08VApX0
https://www.youtube.com/watch?v=Me99QGFn4qo

• Prioritize in circles – important things closer to you

• Only keep out what you need at this moment

• Keep everything in its place

• Organize your desk drawers

• Your desk top is only for doing work – not storing work

• CEOs say the person with the neat desk gets the promotion!

• Only 1 place for notes

• Use color coding

• Organize according to left or right handed

• Pare down to the essentials.

• Take care of your body - Ergonomic options, take a walk