Tips – How to Organize Your Desk

National Clean Off Your Desk Day

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