



Melinda's Office Works presents:

CLEAN DESK TIPS

in honor of National Clean Off Your Desk Week

- Set aside 10-15 minutes a day to prevent new items from backing up & forming more clutter, as well as whittling down older items that have begun to accumulate.
- Do you use your desktop for storage? It is a work surface (Zone A) and not a storage locker (Zone C). Keep it clear & ready for action.
- Your desk area should have only the essential items on it: lamp / phone / calendar or planner / monitor or laptop; stapler / tape dispenser / pencil holder if no drawers are available.
- If you do not have someone to do your filing, you should NOT have a "To Be Filed" box - YOU should file immediately upon completion of a document's use!
- 80% of the papers we file, we will never look at it again.
- If you're right-handed, your phone should be on the left side of your desk. By holding the phone in your left hand it frees up your right hand to write without any interference from cords or uncomfortable "yoga" positions.
- While cleaning off your desk, start sorting your 2005 papers for tax prep. While you're at it, box up 2004 and prepare files for 2006.

Melinda's Office Works ... so can Yours!