

OFFICE OVERHAUL

FIVE MINUTES BETTER

Incidental time tasks

While a program is installing or your printing a large document, consider ticking off one of these tasks in your home office

Day	Five Minutes Better Task	Category	Check
1	Declutter your desk	Clear	<input type="checkbox"/>
2	Clean computer monitor, keyboard and mouse	Clean	<input type="checkbox"/>
3	Discard broken pens	Clear	<input type="checkbox"/>
4	Consolidate all pens in one container	Organise	<input type="checkbox"/>
5	Dust window sills	Clean	<input type="checkbox"/>
6	Clean your desk	Clean	<input type="checkbox"/>
7	Discard junk mail	Clear	<input type="checkbox"/>
8	Dust lampshades and lightshades	Clear	<input type="checkbox"/>
9	Clear coffee table/end table	Clear	<input type="checkbox"/>
10	Organise your computer cords	Organise	<input type="checkbox"/>
11	Dust printer	Clean	<input type="checkbox"/>
12	Sort paperwork	Organise	<input type="checkbox"/>
13	Discard excess rubberbands and bulldog clips	Clear	<input type="checkbox"/>
14	Clean door handles and light switches	Clean	<input type="checkbox"/>
15	Empty shredder	Clear	<input type="checkbox"/>
16	Dust, trim and water any office plants	Clean	<input type="checkbox"/>
17	Declutter your desk drawer	Clear	<input type="checkbox"/>
18	Consolidate stationery	Organise	<input type="checkbox"/>
19	Vacuum rug or mop floor	Clean	<input type="checkbox"/>
20	Declutter your computer desk top	Clear	<input type="checkbox"/>
21	Declutter your bookcase	Clear	<input type="checkbox"/>
22	Discard excess sticky tape and scissors	Clear	<input type="checkbox"/>
23	Organise health documents	Organise	<input type="checkbox"/>
24	Dust decor	Clean	<input type="checkbox"/>
25	Dust your bookcase	Clean	<input type="checkbox"/>
26	Declutter your shelves	Clear	<input type="checkbox"/>
27	Consolidate your binders and folders in one zone	Organise	<input type="checkbox"/>
28	Clean your shelves	Clean	<input type="checkbox"/>
29	Empty trash	Clear	<input type="checkbox"/>
30	Dust shelves	Clean	<input type="checkbox"/>
31	Celebrate	Yay!	<input type="checkbox"/>