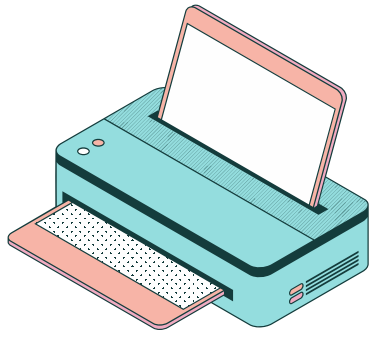


# Most Important Ways to Keep a Workspace Organized

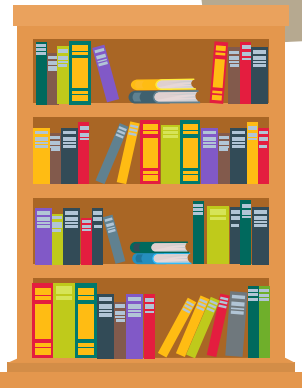
Desk and computer areas should be clear of clutter.

Computer desktop should have only very important items that are easy to retrieve.



There should be plenty of paper supply and toner supply on hand.

There should be a labeled cabinet for forms and papers.



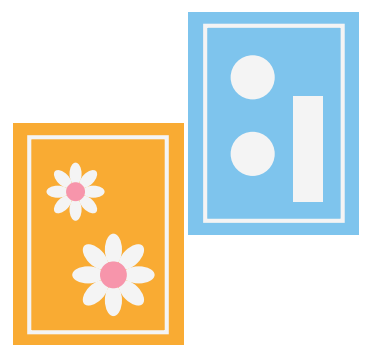
Books not being read must be donated to libraries or thrift stores for decluttering.

Paperwork should be in neat piles and stacks if being worked on currently.



Equipment should be easy to dust off each week.

Walls should be uncluttered - as few items as possible with wall space available.

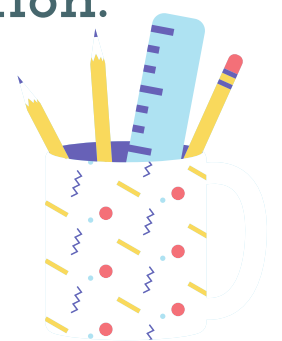


There should be a central charging station for electronics.



Keep only 2 or 3 personal items or near the workstation.

Items not being used each day should be put away in cabinets.



Have pencils and pens readily available.