

SEE IT. MAP IT. DO IT.®

# ORGANIZE YOUR DESK

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## SEE IT

SEE IT - Take a look at where you've been and where you are now. Do your best to be neutral and take the observer viewpoint while exploring below:

- Grab your smart phone and take pictures of your desktop and drawers.
- When looking at your desk, write the story your clutter tells.
- Can you even work on your desk? Is it large enough?
- Take time to write what's working? You can be specific or general.
- Is your desktop covered or does it have open working space?.
- What isn't working? Where are you stuck and why?
- What is stressing you the most about your work surface?

## MAP IT

MAP IT - Make a written plan for what you want. Have fun and go after what you need and want! Think about how many hours you spend at your desk!

- Write how your desk will look, feel and function when you're done..
- Create an online board of images that reflect what you want most.
- Create a mind map showing the elements of your ideal work surface. What size, color, type of material, and work area do you want?
- Now take some time to write a **new story**. How will **you** feel when working at your desk? Will you be able to focus and create? Take a look at our [Ultimate Office Checklist](#) for inspiration and ideas.

## DO IT

DO IT - Make a written plan for what you want. Think about the big picture and overall goals for your desk. You can work out the details later.

- Get the size and layout of desk you need to function well.
- Choose the best spot for your desk by asking - "Where in this room do I want to sit?". Also, where you have the best light, focus and access.
- Add an additional surface area (on a side table or behind you) to hold your printer, projects, and papers you need handy, but not at the desk.
- Organize your supply drawers - one with office supplies and one with your personal items. Organizer Tip: Use containers inside the drawers to keep the items in place and organized. You will be happy every time you open the drawer and can find what you need easily.
- Keep you active papers/files in a drawer at your desk or near you.
- Implement our [iRAFT](#) System for all your paper and filing needs.

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