

Desk & Paperwork Refresh + Tips

A systematic guide to a clutter-free workspace.

Part 1: Quick Desk Declutter (The 15-Minute Reset)

Perform this daily or weekly to maintain a clear workspace.

- ☐ **The "Sweep":** Remove everything from the desk surface that isn't a permanent fixture.
- ☐ **Surface Clean:** Wipe down the desk, monitor, and keyboard with a microfiber cloth.
- ☐ **The "Inbox" Sort:** Place loose papers in your designated "In-Box" for later sorting.
- ☐ **Trash & Recycle:** Toss any trash, dried-out pens, snack wrappers, and expired coupons.
- ☐ **The Essentials Only:** Replace only the items you use daily; store the rest in drawers.
- ☐ **The Label Check:** Ensure organizing bins are labeled so you know where items return to.

Cut here or save as a reference guide

Part 2: 10 Tips for Master Paperwork Organization

Stop the paper pile-up before it starts with these systems.

1. **Digital-First Approach:** Opt for "Paperless" settings on all bank and utility statements.
2. **The "In/Out" System:** Use a two-tiered tray for new tasks and items ready to be filed.
3. **Command Station:** Create a central hub for mail to prevent it from reaching your desk.
4. **The "One-Touch" Rule:** Handle paper once: shred, recycle, file, or act on it immediately.
5. **Labeled Closet Files:** Dedicate a closet or drawer to a clearly labeled hanging file system.
6. **Basket for "Later":** Keep one basket for magazines; recycle one for every new one added.
7. **The "Random" Tray:** Use a small tray for tiny receipts/cards until they can be digitized.
8. **Kitchen Transition Zone:** Sort mail over the recycling bin so it never enters the office.
9. **End-of-Day Clear:** Spend 2 minutes at 5:00 PM clearing your surface to start fresh.
10. **Friday Filing:** Spend 10 minutes every Friday moving items to their permanent homes.