



Let's go step by step on cleaning your desk. I've broken it down by days.

Day 1

□ Step One:

Put on some fun music. As you are sorting through the categories, go ahead and pile things on the floor where you may have more room. Keep a pad of paper to write notes and to dos that may come up with your decluttering.

□ Step Two:

Take a trash bag and gather all the garbage from on and around your desk. You know, the wrappers, old post-it notes and flat pop.

□ Step Three:

Put your books in your bookshelves. If you need some on your desk, make sure you are using bookends so they don't become massive piles. Give away any books you no longer need or want. Put them directly into your vehicle trunk.

Day 2

□ Step Four:

Organize your supplies. Use your favorite mug for pens and scissors and other things you use more than once a day. This is the time to go through your desk drawer. Use a drawer organizer for things like paper clips and the staple remover. Or you can use small labeled baskets or boxes that go with your office décor. Get rid of anything you don't use. Pack up extra supplies to put in a closet or drawer that is less accessible. On your pad of paper make note of any supplies you are running low of or any organizers you need.

□ Step Five:

Go through your program CDs, computer games, etc. Organize them into piles like graphics, household, financial, etc. or alphabetical. If you have music CDs, declutter and then organize them in a way that you will find them again. Get rid of old software you don't use or no longer works on your system. My desk has slots for CDs which I can use. You can also put them into disk organizers according to their topic.

□ Step Six:

Put all the papers in your inbox to sort. Your inbox can be a file, a box, a basket, one client even used an old vase. If you run across anything you have to do in the next couple of days write it in your notebook or to do list with the notation of where to find that piece of paper.

Day 3

□ Step Seven:

File papers you know need to be filed away. Shred the papers on the shredder.

□ Step Eight:



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Go through your electronic gadgets and cords. Label each of the cords with washi tape or use a sticker label. You can also put cords that go with the same gadget in a Ziploc bag.

□ Step Nine:

Declutter wire notebooks you never look at. Go through notebooks and 3-ring binders you would like to keep. If they are only for reference you can think of putting them elsewhere like an office closet.

Day 4

□ Step Ten:

Dump or archive old project file folders. If you have new projects you haven't created file folders for label them now. If you think of any to do's as you organize your project papers, write them on your notepad.

□ Step Eleven:

Go through each cubbie and box on your desk. Put duplicates in the office closet. What don't you need anymore?

□ Step Twelve:

Bulletin Boards and white boards. Clear off the old items. Decide how many things you want to keep on your bulletin board.

Day 5

☐ Step Thirteen:

Go through your desk drawers. Empty each drawer one by one. Clean out the junk. Put duplicates in the office closet. What do you want to give away or move elsewhere? Put like items together. What doesn't belong in your drawers?

☐ Step Fourteen:

Spray down your desktop to get rid of the dust.

☐ Step Fifteen:

Place or get rid of anything left that you haven't taken care of.

If it isn't helping your goals for your office, let it go.

Ask yourself what you need to create a serene, inspiring area. Maybe photos of family members, motivational posters, flowers, essential oils or music.

☐ Step Sixteen:

Create a self care basket. You can put in healthy snacks, good smelling lotion, a happy note from someone, a mini box of tissue, a nail file and whatever else you need to take care of yourself in your office. Here is my [Self-Care Box](#).

Congratulations, you did it!

☐ Step Seventeen:

And finally, take a look at your serene office and see what you accomplished.