

21 DAYS TO A MORE ORGANIZED HOME

ORGANIZING THE OFFICE

- Clean off the top of your desk. Return items that don't belong back to their proper home.
- Empty desk drawers:
 - Place all paperwork in one stack
 - Set all office supplies together
 - Return items that don't belong back to their proper home
- Return items to the drawers:
 - Use hanging file folders
 - Use small bins or baskets to keep like items together
 - Place most frequently used items towards the front of the drawer
- Sort through paperwork:
 - File important documents
 - Keep all bills together
 - Trash, shred or recycle items as needed
 - File kid's paperwork away
- Sort through writing utensils:
 - Toss pens or highlighters that no longer work
 - Place pens and pencils in a cup on your desk
 - Keep extra items in another location
- Return items to the desk or shelves (keep clutter to a minimum).
- Sweep/dust/vacuum.