

CHECKLIST

- Clean out and organize files.
- Clean out and organize any cabinet near desk.
- Clean out and organize desk drawer.
- Organize top of desk

DAY 1 TOP OF DESK

- Find 6 boxes and label (Trash/Recycle, Keep, Donate, Shred, Return and File).
- Clear off top of desk, this is going to be the dumping ground for everything that is inside and around your desk.
- Place boxes on top of desk. Day one is DONE!

DAY 2 FILE DRAWER AND PAPERWORK

- Sort through all paperwork. (File, shred or trash)
- Make a list of paperwork that you have to keep.
- Create categories and subcategories.
- Make labels for each file.
- File all paperwork from the file pile.

DAY 3 ORGANIZE DESK DRAWER AND SHELVING

- Sort items, (keep, donate, return, trash).
- Sort like items into piles.
- Place like items into storage containers and label.
- Place small items in the desk drawer. Use staking trays to utilize the space.

DAY 4 ORGANIZE TOP OF DESK

To be filed tray.

A place for your plan book.

A place for easy access writing utensils and scissors.



NEED TO GET

NEED TO MAKE

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TO BE
FILED

POST IT
NOTES

PENS

BLACK
SHARPIES

BINDER
CLIPS

SCISSORS

COLOR
SHARPIES

PAPERCLIPS

COLOR
SHARPIES

LOTION

PUSHPINS

PENCILS

HIGHLIGHTERS

RUBBER
BANDS

ELECTRICAL
CORDS

TOOLS

LAMINATOR

TAPE

HOLE
PUNCHES

CLEANERS