

Quick and Easy Desk Top Organization

Darla Pompilio
P: 908.612.9159
F: 610.847.5421
darlapompilio@epix.net

Getting organized does not have to be an impossible task. With a little dedicated time and some simple methods you can get and stay organized.

✓ Clear the space you want to organize - a good way to get started is to place your stacks of papers in a basket or box and start working from the top down.

✓ Sort & purge – quickly sort through papers by creating 4 filing categories.

- Do it
- File it
- Delegate it
- Pitch it

✓ Use a filing system that works with the way you process information – once you have sorted all of your papers you will need an on-going filing system that works with the way you process information. You may need to use a color coded system, or verbs might be the best way to label your files and if you are really analytical you might prefer a numerical system. Just be sure to pick a system that works for the way you think.

✓ Put supplies you need and use most close at hand – your desk and your most needed supplies should radiate around you and be easy to reach at all times.

✓ Use only one notebook for all notes and tasks – keep all notes and to do lists in one place.

✓ Utilize a two tray desktop organizer – one tray is for long term projects you need close at hand and the other tray is for work you need to accomplish that day.

✓ Consider using 2 monitors - one for your calendar and one for your work.

✓ Keep your drawers tidy – use drawer organizers to store extra supplies and keep you desk clear of clutter.

✓ Keep your desk clear – eliminate excessive personal items and start with a clean slate each day.