

## Avoid Messy Desk Syndrome - Control the Clutter!



### It's a new day!

Do you face yesterday when you arrive at your desk or other workspace at the beginning of the day? That's exactly what you do when you leave a mess on your desk at the end of the day. A messy desk will keep you from concentrating and being effective.

### Clean Up Your Act

At the end of the day, clear off your desk. Keep in mind your "desk" can come in many forms; it may be a drafting table, dining table, kitchen counter, or other surface. Whatever it is, your goal is to create a working area for tomorrow before you leave tonight.

### Keep Up The Good Work

Make the commitment to throw out clutter and put everything in its place in your work area before you leave for the day. When you come in the next day, everything will be calm and you'll be ready to start the day smoothly without a jarring messy desk looking at you first thing in the morning.

