

# How does everyone else keep their desks so clean and organized??

Thanks so much to everyone who participated in our “Clean and Organized Desk” contest! Below are some of the ways that you keep your desks clean and organized:

- Wipe down your desk first thing every morning with an antibacterial spray or wipes - including your phone, keyboard, mouse, calculator and any commonly used pens.
- Spray doorknobs and other commonly touched items such as the fax machine and copier with an antibacterial spray or wipes to prevent germs from spreading around the office.
- Clean dust from your computer with the Innovera canned air dusters.
- Handle each file/paper/etc as few times as possible. When you pick that paper up, do what needs to be done then - file it, mail it, respond to it - and then move on to the next project. This keeps your desk free of unfinished work!
- Keep all things used often close for easy access. Books are lined up with the most frequently used closest to you. File folders are kept in order with a file sorter. Pens and miscellaneous items are kept in a desk drawer organizer and an organizer on top of your desk keeps post-it notes, paper clips and other things used on a daily basis close but neat.
- Keep folders for projects pending - you can put every piece of correspondence that pertains to that project in that folder and then afterwards sort as to importance and what needs to be kept in a permanent file.
- Use wire baskets or trays to keep track of all the in, out and pending documents on your desk.
- Keep a bottle of purell close by at all times and use it often to keep your hands clean and germ-free!

Remember - we want to help you stay organized and healthy so call us with any questions or to order any products that can help you do this! We appreciate you!

