



Tips to a Decluttered Office

- ✓ Don't print all of your emails. You'll reduce clutter, save on filing and save paper and trees
- ✓ Have clearly labelled trays (IN, OUT, Filing, Deal With, etc.)
- ✓ Do your filing every Friday afternoon, leave the office in order. It will also help with the Monday's blues
- ✓ Store like with like and clearly labels your files
- ✓ Clear your desk at the end of the day
- ✓ Start small, one task at a time

Star Tip: At the end of the day/week, make a list of things to do the following day/week. This way you can leave the office and free your mind for your 'off work' time. When you get back to the office your list will be waiting for you, ready to start the day/week.