

Source: The Florida Times-Union

Date: Sunday, January 13, 2002

Located: http://www.jacksonville.com/tu-online/stories/011302/bus_8308815.html

THE BUZZ: As if Monday wasn't bad enough; clean up your desk

Bring out the shredders, garbage pails and recycling bins: Tomorrow is National Clean Off Your Desk Day.

This isn't a Hallmark Holiday, so you don't need to buy any cards or flowers. What you do need to do, organization and time management experts say, is learn the proper habits on how to turn your desk from piles upon piles of paperwork to the flat surface it was originally intended to be.

Squared Away, a Margate-based time management firm, said the average American worker loses six weeks per year retrieving misplaced information from messy desks. The company offers some tips to help the messy desk-worker out there clean up:

- **Focus on visible clutter first:** Ask yourself what a prospect or client would notice first and tackle that for immediate results.
- **Use the touch it once rule:** As you look at a document, determine where it needs to go and put it away. Do not read it and then place it on your desk (in that ever-increasing pile of papers) to be put away later.
- **Use simple technology:** Trash the rainbow of paper "stickies" on your computer and create cyber-stickies on your computer screen.
- **Work clutter-free:** Don't pile your desk with all of your current projects. The only materials on your desk should be the ones pertinent to what you are doing at the moment.

If this whole clean off your desk thing doesn't sound like any fun, don't worry, because later this month is National Have Fun At Work Day.

-- *Mark Gordon/Staff*