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How To Organize A Desk

It is no big mystery that organization has many advantages. Organized workers are, as a group, more calm and efficient. Having a organizational system for your home or work desk will help you to become a more productive person.

The first step in organizing the space is clearing everything off and out of it. It's important to start with a clean slate and have a visual image of every item that was stored in the space. Large items like computers and printers can remain where they are but everything else should come off. You will most likely find things that don't belong there but have found their way to it. These items should be placed back in their home locations.

Next, your work station needs to be cleaned out thoroughly. Wipe down the top after you have cleared everything off of it. Then go through and throw away any bits of trash and pieces of paper that have accumulated in the bottoms of the drawers. Now is also the time to use canned air to dust of your electronics and recycle the papers you plan on dumping.

At a local retail store, buy some boxes that you can use for the desk. Containers like these will both look stylish and help you manage your day better. Based on your specific needs, get containers such as paper clip boxes, paper trays, and drawer dividers. If the area was cluttered with personal affects like frames and trophies, consider purchasing a moderate wall shelf that you can install near the work station to display them.

After you have cleared off your space and purchased organizers, go through your belongings and prioritize them. Things that you use often, pens and scotch tape, should be kept within arm's reach. Lesser used items can be stored in drawers or shelves. If you find things that are not a priority to the work you do at your desk, consider moving them to save room.

Start a filing system to help you keep track of your work papers and folders. If you don't already have some, tabbed folders are available at any department or supply store. Use the folders for things like "Client Lists" or "Current Projects". A filing system is also handy for storing documents you don't need but are important to keep safe. If you do decide to store important papers inside, you can install a small lock on the front of the drawer.

Get a "To-Do" box and calendar so that you'll be more motivated to keep your new organized work station. Keep both of them within easy reach on top of the desk so that you'll be inclined to utilize them every day. The "To-Do" box will help you maintain short term deadlines while the wall calendar will assist you in keeping track of any long term goals and deadlines.

Take a few minutes at the end of each day and tidy up the area. Pick up any empty coffee cups and throw away your trash. This habit will ensure your work space remains an organized and relaxed environment. It will also ensure that being organized soon becomes a second nature to you.

You can find the perfect [desk furniture](#) for a large or small office fast and easy! When you are looking for the perfect [workstation](#), talking to a professional will be very helpful!

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