

**TAKE 15'S GOAL IS TO HELP ENCOURAGE POSITIVE MENTAL HEALTH IN THE WORKPLACE WITH A FOCUS ON MINDFULNESS, REMOVING THE STIGMA ASSOCIATED WITH MENTAL HEALTH, ENCOURAGING MORE CONVERSATION AND ENGAGEMENT WITH BOTH EMPLOYEES, CLIENTS AND CUSTOMERS.**

## **APRIL DECLUTTER YOUR DESK**



**DECLUTTERING YOUR DESK OFFERS NUMEROUS BENEFITS THAT CAN ENHANCE BOTH YOUR PRODUCTIVITY AND WELL-BEING. A CLEAN AND ORGANIZED WORKSPACE REDUCES DISTRACTIONS, ALLOWING YOU TO FOCUS MORE EFFECTIVELY ON YOUR TASKS. IT CAN ALSO FOSTER CREATIVITY BY PROVIDING A CLEAR ENVIRONMENT WHERE IDEAS CAN FLOW FREELY. ADDITIONALLY, A TIDY DESK CONTRIBUTES TO A SENSE OF CALM AND REDUCES STRESS, MAKING IT EASIER TO APPROACH YOUR WORK WITH A POSITIVE MINDSET. MOREOVER, DECLUTTERING CAN IMPROVE TIME MANAGEMENT, AS YOU SPEND LESS TIME SEARCHING FOR DOCUMENTS OR TOOLS. OVERALL, A DECLUTTERED DESK CAN LEAD TO A MORE EFFICIENT AND ENJOYABLE WORKING EXPERIENCE.**

## APRIL DECLUTTER YOUR DESK

DECLUTTERING YOUR DESK CAN BE A GREAT WAY TO BOOST PRODUCTIVITY AND REDUCE STRESS. HERE ARE SOME ACTIVITIES YOU CAN DO TO HELP:

### **SORT AND CATEGORIZE:**

START BY SORTING EVERYTHING ON YOUR DESK INTO CATEGORIES: DOCUMENTS, PENS, ELECTRONICS, ETC. THIS MAKES IT EASIER TO DECIDE WHAT TO KEEP, TOSS, OR RELOCATE.

### **PURGE UNNECESSARY ITEMS:**

GO THROUGH EACH CATEGORY AND GET RID OF THINGS YOU DON'T NEED OLD PAPERS, BROKEN PENS, UNUSED GADGETS. IF YOU HAVEN'T USED IT IN THE PAST MONTH, CONSIDER TOSSING OR DONATING IT.

### **ORGANIZE WITH TRAYS AND BINS:**

USE TRAYS, BOXES, OR DESK ORGANIZERS TO GROUP SIMILAR ITEMS. FOR EXAMPLE, PENS IN ONE PLACE, PAPER CLIPS IN ANOTHER. THIS WILL CREATE A CLEAR AND ORGANIZED SPACE.

### **CREATE A FILING SYSTEM:**

FOR IMPORTANT PAPERS, CREATE A FILING SYSTEM THAT WORKS FOR YOU. USE FOLDERS, BINDERS, OR DIGITAL SOLUTIONS TO STORE DOCUMENTS YOU NEED TO KEEP BUT DON'T NEED TO SEE EVERY DAY.

### **CLEAN YOUR TECH:**

CLEAR OUT YOUR DESKTOP AND ORGANIZE YOUR DIGITAL FILES. CLEAN YOUR KEYBOARD, MOUSE, AND SCREEN. A TIDY DIGITAL WORKSPACE COMPLEMENTS A PHYSICAL ONE.



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### GO PAPERLESS:

IF POSSIBLE, SWITCH TO DIGITAL NOTES, RECEIPTS, AND DOCUMENTS TO REDUCE PHYSICAL CLUTTER. APPS LIKE NOTION, EVERNOTE, OR GOOGLE KEEP CAN HELP ORGANIZE YOUR DIGITAL LIFE.

### MINIMIZE DECORATIVE ITEMS:

KEEP ONLY THE ESSENTIALS ONE OR TWO PERSONAL ITEMS THAT BRING YOU JOY OR INSPIRATION, RATHER THAN CLUTTERING YOUR DESK WITH UNNECESSARY DECORATIONS.

### DECLUTTER THE DRAWERS:

EMPTY YOUR DESK DRAWERS AND ORGANIZE THEM BY CATEGORY. THROW AWAY EXPIRED ITEMS (LIKE OLD BATTERIES) AND ONLY KEEP THINGS THAT SERVE A PURPOSE.

### IMPLEMENT DAILY MAINTENANCE:

SPEND 5-10 MINUTES AT THE END OF EACH DAY STRAIGHTENING UP YOUR DESK. IT PREVENTS CLUTTER FROM ACCUMULATING OVER TIME.

### REARRANGE FOR BETTER FLOW:

SOMETIMES, A NEW DESK ARRANGEMENT CAN HELP YOU FEEL MORE ORGANIZED. TRY PLACING YOUR MOST-USED ITEMS WITHIN EASY REACH AND MAKE SURE EVERYTHING ELSE HAS A DEDICATED SPOT.

THESE ACTIVITIES WILL HELP TRANSFORM YOUR DESK INTO A FUNCTIONAL, CLUTTER-FREE ZONE!

