


6 Clean Desk Secrets

1. **90% of clutter** comes from indecisions and putting off action creating "piles instead of files," as well as not having the right organizing tools and equipment to make life easier in getting and "*staying organized.*"
2. **Maximizing your space.** It's important that you arrange your furniture so everything can be within your reach. If it's not, and you have to get up and cross the room to put things away, you won't do it because it causes a distraction with the work at hand; and therefore, you start creating piles of clutter taking up your valuable work space, where you need to process your current project. To be efficient and effective, remember this rule, "*Things you use the most, should be within your arm's reach.*"
3. **Procrastination.** By not making up your mind and laying things aside, they become buried and you forget what you even have, and the piles just get higher and higher, increasing your stress level while lessening your productivity level. If you forget about something you had, think of how much time and money it will cost you if you keep procrastinating, or not even taking action at all.
4. Ask yourself Townsend's question 100 times a day. "***Is what I am doing, or about to do, moving me toward my objectives?***" If it's not, then reconsider whether you should take it off your "to do" list, and/or delegated the task someone else.
5. **Open the mail immediately** standing over a trash can and either throw it away, put it away, or take action. Follow this simple **FAST** rule: **F**ile it, **A**ct on it, **S**chedule It (put it in your calendar whether it's paper or electronic), or **T**rash It (or delegate it to someone).
6. **Write the answers on the bottom of the letter** and highlight it with a yellow fluorescent marker. Date and return a copy back to the sender, and keep the original for your files so you don't forget what you wrote (and don't forget to

highlight your own response too). Highlighting your answer, will quickly bring the reader's eye to your response.