

SPRING CLEANING

ORGANIZE YOUR THINGS INTO 3 PILES

- to go (toss, return, recycle, donate) to keep (frequently used items) to put away (files, non-office items)

ESSENTIAL CLEANING

- | | | |
|---|--|--|
| <input type="checkbox"/> dust all surfaces | <input type="checkbox"/> wipe down monitor | <input type="checkbox"/> wipe down light fixtures and blinds |
| <input type="checkbox"/> vacuum out drawers | <input type="checkbox"/> disinfect phone, mouse, etc. | <input type="checkbox"/> wipe down chair and accessories |
| <input type="checkbox"/> use an air canister to clean keyboard and computer vents | <input type="checkbox"/> untangle, organize, and label all cords | <input type="checkbox"/> clean the floor and shake out your area rug |

START PURGING

- | | |
|---|---|
| <input type="checkbox"/> donate excess or unused office supplies | <input type="checkbox"/> shred files if a copy is saved on your computer |
| <input type="checkbox"/> discard broken items | <input type="checkbox"/> shred other outdated paperwork |
| <input type="checkbox"/> throw out manuals that you can find online | <input type="checkbox"/> throw out old catalogs or magazines (if a page matters, just keep that page) |

ARRANGE IMMEDIATE WORK AREA

- return frequently used office supplies and work-in-progress items to your desktop
- use desk accessories to keep your desktop organized
- use drawer organizers to keep supplies accessible in drawers
- label and organize supplies, keeping only what you expect to use in the next year

ORGANIZE YOUR COMPUTER

- | | |
|---|--|
| <input type="checkbox"/> back up your computer first | <input type="checkbox"/> organize start menu to reflect programs you use |
| <input type="checkbox"/> delete unused programs and apps | <input type="checkbox"/> organize internet browser, clear cookies, caches, and bookmarks |
| <input type="checkbox"/> delete unused files | <input type="checkbox"/> back up computer again |
| <input type="checkbox"/> organize remaining files in folders and group like documents | |

ORGANIZE YOUR EMAIL

- unsubscribe and set up inbox rules cancel unused accounts set up folders to file emails you need