HOW TO
UNBURY YOUR DESK
AND WHAT TO DO WITH ALL THE "STUFF"

WHAT YOU'LL NEED:

- Bankers Boxes
- Trash & Recycle Bins
- Marker & Sticky Notes
- Blank Paper & Stapler
- Manila Files & Hanging Files

STEP 1: MACRO SORT

1 STUFF

- Sort all belongings on & in your desk into banker's boxes by type (ie: "Office Supplies," "Personal Effects," "Electronics," etc.)
- Staple a blank page to the front of each banker's box & label the category with a marker as you go

2 PAPER

- **Set up a series of "Filing" banker's boxes** stocked with hanging files (multiple categories of files will likely emerge) & place permanent paperwork in a labeled manila file & into a hanging file
- **Set up a "Projects" banker's box** with hanging files & drop in your short term projects - 1 project per file
- **Set up "Action Items" box lids** labeled with sticky notes (ie: To Do, To Pay, To Call, etc.)
- **Sort paper into "Projects" & "Filing" boxes & "Action" trays**

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STEP 2: MICRO SORT & PRUNE

1 STUFF

- Go through each box & group similar items
- Rehome items that don't belong on the desk
- Donate or toss unused or unnecessary items

2 PAPER

- Go back through each category box & prune out all outdated or unneeded paper - recycling & shredding as necessary
- Create project & permanent files with consistent labels

STEP 3: ASSESS STORAGE NEEDS

- Review inventory of remaining items & compare to desk features
- Retrofit current desk or acquire new desk to fit needs
- Consider adding adjacent furniture to expand storage & work space

STEP 5: RELOAD CONTENTS

- Reload supply drawers using organizers as needed
- Create Action Center (for hot paperwork) & Project Center (for pending projects) on desktop
- Reload labeled reference files into file drawers