



## De-stress Your Desk

A cluttered and disorganized desk can create stress and anxiety. Trying to work in an area of chaos will lead to brain overload and frustration. Take 30 minutes out of your day to organize and de-stress your desk to reduce your stress and thrive.

### Tips to de-stress your desk

- ◆ If you are not using it, put it away.  
Avoid clutter by putting away work you are not currently working on.
- ◆ Designate areas on your desk for specific work.  
If you have multiple tasks, dedicate areas of your desk for each one so you do not become distracted.
- ◆ Create a "waiting on response" (WOR) folder.  
Make a folder for items that are waiting for a response. Check and update every day.
- ◆ Have a to-do list.  
Write down new tasks as they come in so you don't have to worry about remembering it and cross off items you have done. Make sure to check this list regularly.
- ◆ Choose decorations wisely.  
Too many decorations can make your work environment feel cluttered. Aim for personal items or plants to Zen your space.
- ◆ Invest in a good label maker.  
Labeling is a great way to stay organized and can help save time.
- ◆ Do not leave trash on your desk.  
Have a trash can close by so when you have trash, throw it away immediately.
- ◆ Go through mail and email immediately.  
Don't let mail pile up. Once you get it, decide what to do with it (do it if it takes 2 minutes or less, defer by adding it to your to-do list if it takes more than 2 minutes, dump it if it's junk, or delegate it if you are not the best person for the job).
- ◆ Have at least two file cabinets.  
Have a small file cabinet close to your desk with current tasks and have a larger one for items such as records or completed projects. This will allow you to focus on what is going on now. Make sure your filing system is functional. Alphabetical order is often easiest.
- ◆ Take 5 minutes each day to organize.  
Put a reminder on your calendar to organize before you leave for the day.
- ◆ Schedule a bi-weekly purge.  
Set a specific date in your calendar every two weeks to take 30 minutes to reorganize and clean out your workspace and files.

For more organizational tips, see our Brain Dump handout from April 20. Exercise can also help de-stress your mind and body while at work. Check out our Deskercise resources from April 23.