

## Turn Your Desk Into An Active Space

### **APPLY GEOMETRY**

When sitting at your desk, draw an imaginary semicircle in front of you from left to right. Everything that is within this space (and within your reach) is your active space. Place the items you use most in this easily reachable area to avoid getting up from your desk as often throughout the day.

### **ADJUST YOUR MONITOR HEIGHT**

Ergonomically, the monitor should be at the same height as your gaze, so you don't tilt your head too far to look up or down. Using a monitor stand is a simple fix and recommended. Find a monitor stand with space for paper or small supply storage and it can be even more functional.

### **SEPARATE YOUR INBOX AND OUTBOX**

Your inbox and outbox should live on opposite sides of the desk. Do not stack them on top of each other. Instead, consider processing tasks between them and allow for the physical movement of papers across your desk.

### **SORT THE OUTBOX**

To make next steps even clearer, divide up the contents of the outbox into – To Read, To File, To Delegate, and To Mail. Optionally, you can add To Shred if you don't sit near a shredder.

### **DETERMINE LEFT OF RIGHT**

Active file drawers and your phone should be located on the side of the desk that matches your dominant hand.

### **USE MAGAZINE HOLDERS AS PROJECT BINS**

These sturdy holders not only take up little space, but they are great for holding multiple files, booklets, packets or pictures when working on a paper intensive project. These are especially handy for accountants doing big audits or a lawyer working on cases.

### **HAVE RECYCLING + SHREDDING + TRASH**

All three containers should live under or next to your desk. Dispose of papers properly as soon as you can to alleviate the build-up of piles on your desktop.

### **KEEP A PAPER CALENDAR NEAR-BY**

Yes, a paper calendar is still a necessity for your desk. Place it so you can quickly see the days of the week so when you're discussing dates, you can easily glance at the calendar without even clicking a key or button.

### **LOCATE YOUR ROLODEX CLOSE TO THE PHONE**

Many of you are still very connected to your traditional Rolodex, and as long as it works for you, it's still a great tool. Put it right by the phone so it's easy to flip through while making a call. Just remember, your contact list format should be consistent. Avoid having some information stored electronically and some on paper. Pick one system and stick to it!