

A top-down view of a white computer keyboard with Cyrillic characters. A silver pen with a green grip lies horizontally across the middle. Two black paper clips are positioned on the right side. The background is a plain white surface.

OFFICE ORGANIZATION TIPS

- Sort through and purge unnecessary items.
- Organize. Group like-things together. Items not used frequently should be stored away in bins.
- Make your space neat. Labels are helpful. Excess wires should be kept out of sight. Dedicate a "landing spot" to place all items currently being used.
- Do a digital declutter. Delete old, irrelevant files and emails. Clear your cache and cookies. Back everything up afterwards.