

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Rescue that desk in 2005!

MaxTips! January 2005 Vol 2 #1

Take a few minutes each day to make some easy and quick changes to freshen up your space.

1. Put everything on your desk in an inbox. Hey...you might need something bigger than an inbox, maybe a laundry basket or even a truck but it's a start!
2. Plan time on your calendar each day to sort through that inbox.
3. Those post its? the ones that have been on your computer since you started your job? Take stock. Remove. Do not replace unless it is for an urgent matter.
4. Take all those business cards that you have accumulated over the years and throw away the ones that are no longer relevant. (An even better decision is to not take them in the first place if you feel they are of no use to you). Plan (on your calendar)once a week. to enter that information into a contact management system.
5. Sort through your manuals and determine what you want to keep. Label and alphabetize the rest for easy access.
6. Plan regular time each week to go through your files and set up a proper system.
7. Get rid of the old photos, phone numbers, sandwiches, socks and exercise gear that have been hanging around (and are now probably atrophied) this past year.
8. Store frequently called numbers, commonly accessed information and cheat sheets in a binder stored beside your computer.
9. Go through all that reading material, retain the last month's issues, cut out what you want to read, put in a folder and plan time on your calendar each week to attack.
10. Clean your desk with soap and water. Make a clean sweep for the New Year!!

Copyright © 2010 Productive to the Max Ltd. All right reserved
Visit www.ProductivetotheMax.com for Reprint Permission Information

Tel. 613.594.4533 | Fax 613.594.8339 | info@productivetothemax.com | www.productivetothemax.com
513 Westminster Avenue | Ottawa, Ontario | K2A 2T9 | Canada