

Productive to the Max

Productivity

Performance

Profitability

Organize your Computer Desktop

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Do you have dozens of tiny icons floating around your desktop? Does it take you ages to find anything? Follow a process for cleaning up and organizing your icons.

1. **Delete unused shortcut icons.** These icons are placeholders that refer to something else on your computer. You will not lose anything if you delete these because the information is still in your computer files.
2. **Create broadcast categories with key words.** Decide how you would like to sort your information and establish key words to direct you to the file.
3. **Drag the remaining icons into the existing folders.**
4. **Open each categorized folder.** Go to the menu bar, click on "View" and then "Arrange Icons". You will have a choice to arrange by name, type etc. Choose the method you want to group and place your icons within the folder.

Align the folders on your desktop at the top left, top right, bottom left and bottom right.