

Clean Off Your Desk

By Mary Jo Rulnick

A desk in the kitchen is becoming very popular. However, most of the time there is little storage space available and the top of it becomes a catch all for everything from the kids' craft supplies to the daily mail. Here are 10 easy-to-do tips to help clean off your desk.

- Organize smaller office supplies like paper clips and clamps, rubber bands, push pins, miniature post-its, and so forth in a small multi-drawer organizer found in office supply, craft or hardware stores. These multi-drawer organizers now come in various sizes with a number of pullout drawers. Be sure to label each drawer with designated contents so everyone knows where to find and store stuff.
- Store colored paper, card stock, and/or stationery in stackable paper tray holders found in office supply or discount stores. The top tray can hold memos, recent email messages and/or important papers you'll need to refer back to. Or keep this up and off of the desk by placing the seldom-used paper in an under-the-counter wire basket.
- Store note pads, stapler and staples, tape, ink pads and other bulkier supplies in a three-drawer cart with attached wheels (easier to move) available at a discount store. Stow crayons, markers, colored pencils, tempera paints and glue in the cart, too. Find one that can easily fit under your desk to utilize wasted space.
- A recipe box will keep smaller Post-It Notes from getting lost. Afraid the notes will get lost in the shuffle? Staple the note to an index card and jot a key word at the top. File.
- A small square basket on the top of your desk will keep floppy disks (if you still have them), CDs and thumb drives at your fingertips, yet protect them from getting lost.
- Remove all the extra pens, pencils and markers from your desktop. Keep one or two of each in a small holder.
- Keep a calendar posted near your desk for quick reference. Instead of jotting meetings, activities and such on a piece of scrap paper, mark it on the calendar.
- Go through the stack of papers on your desk. Put any papers that need to be completed in a separate file folder or better yet, use a heavy-duty magnet clip

and keep these on the refrigerator. Shred the old ones.

- Place any reports, newspaper clippings or research in a file for future use. If the piece is too large for a file folder, slip it into a 9 by 12 envelope or an expandable vinyl folder. These can be stored in a magazine basket.
- Have the kids go through their papers. Separate into piles. Scrapbook their favorites. Shred the colored ones to line a gift basket. Use fun artwork as wrapping paper or book covers.

Copyright Mary Jo Rulnick 2008.

To reprint articles, please contact Mary Jo Rulnick at fasttrackwoman@aol.com. Reprints must include Mary Jo Rulnick copyright, bio and web site link.

Mary Jo Rulnick is the author of *The Frantic Woman's Guide to Feeding Family and Friends* (Warner Books) and coauthor of *The Frantic Woman's Guide to Life* (Warner Books). An award-winning writer, she hit the number one author spot with her current book on Internet Book Database. She has been coined the Do-It-Yourself expert and has been featured or quoted in national woman's publications and she's a frequent television and radio guest on stations throughout the country. Visit Mary Jo at www.FastTrackWoman.com.