Desk Reset Checklist

For desks in the corner of a room that also has to stop being an office at 5pm.

> Everything on the desk needs a home off the desk. Not tidied: removed. A lidded box the day's work goes into does more for a room than any organising.

THE 5PM SHUTDOWN

- [ ] Day's work into the lidded box
- [ ] Monitor off at the wall, not standby
- [ ] Mugs and glasses out of the room
- [ ] Screen or curtain across if you have one

CABLES, WHICH ARE 80 PERCENT OF THE MESS

- [ ] Under-desk cable tray for the plug block and slack
- [ ] Velcro ties, not zip ties
- [ ] One short cable per device
- [ ] Single switched plug block

PAPER: THREE TRAYS ONLY

- [ ] ACTIVE: working on it now
- [ ] TO FILE: emptied monthly
- [ ] TO SHRED: emptied monthly
- [ ] No general in-tray. That is just a pile with a container.

DRAWERS

- [ ] One drawer for daily things only
- [ ] One for the rest, with dividers
- [ ] A third drawer left empty for overflow

NOTES

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