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## Self Improvement Tips: Importance of Having a Clean Desk

Starting off the new year right can improve your overall outlook and productivity on the job. Perhaps your desk has become cluttered with last year's paperwork and invoices. If you are a freelancer like me, then you will find that paperwork can become mountainous after a relatively short period of time. Here I will offer you some tips on getting your desk clear and stress free in the new year.

1. Paperwork. Sort through your paperwork and file papers you are not using right away. This can cut down on some of the excess mess on your desk to start. Some things you will want to discard, while other things you will want to keep and file. The decision to discard something will depend on whether you need to keep the file for future use or if your bosses need you to hold onto the file for some reason.
2. Create an in and out box. Be sure to have paperwork in and out box. It can assist you in keeping track of paperwork flow better and you are less likely to lose an important document.
3. Printing. Think twice about printing email messages and other correspondence. Printing out every single email and potentially important document can create more papers for you to have to deal with when many things can be kept as electronic documents and correspondence. Not only will you be saving on ink and paper, but you will be helping save trees and the environment as well.
4. Recycle. Many offices have paper recycling receptacles to dispose of unwanted documents and paperwork. Most offices will shred these papers first and then recycle the shredded paper.
5. Thorough cleaning. Do a good cleaning and dusting off of your desk once you clear off your paperwork. Also wipe down keyboards and use canned air to get dust and particles out of your keyboard.
6. Use hand sanitizers. Using hand sanitizers can help cut down on germs and viruses that can live on desks, keyboards, and hands.
7. Janitorial Services. When the office needs vacuuming and a general overhaul do not hesitate to contact the proper individuals to get the job done. Working in a dirty, dusty, or germey office can lead to sickness, lost days at work, and loss of productivity.



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Having a clean workspace can help you keep organized for future plans so you do not have the clutter of past projects hanging over you – you can then start with fresh new endeavors. Work desks and places need constant upkeep and cleaning so do not wait until your boss tells you to clean up your area. Show respect for your desk or cubicle and your superiors and coworkers will notice your organized nature and spotless work habits. To learn more about good workplace habits and the best career advice on the web go to [www.hound.com](http://www.hound.com).