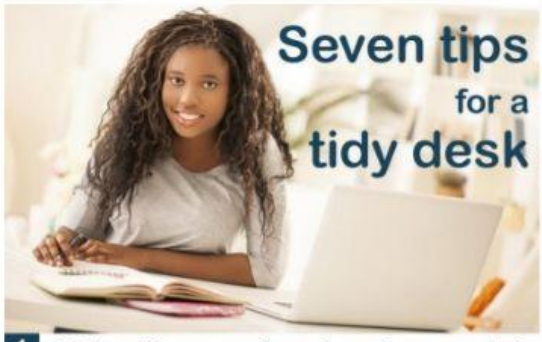


Seven tips for a tidy desk

1 **Only keep things you really need on and near your desk.**

Use a tray for any papers you have to read. Have a jar for pens and pencils and have a bin near your desk.



2 **Don't keep any drinks on your desk.**

Go to the kitchen when you want to have a drink or, if you prefer, keep a drink on a small table near your desk.

3 **Reduce the amount of paper that you use.**

Try to keep as much information as possible in folders on your computer. Before printing a document, ask yourself, 'do I really need to read this on paper?'

4 **Scan your notes.**

If you have a lot of paper (magazine articles, notes, worksheets, etc.), use a scanner and keep a digital version as a PDF on your computer.



5 **Use your smartphone to take photos of things you need to remember.**

For example, take photos of notes to yourself, the name and address of a place you need to visit or diagrams you need to study for school.



6 **Get a noticeboard.**

If you really do need to keep small bits of paper, use a noticeboard on the wall. Check it every day and throw old notes in the bin.

7 **Clean your desk at the end of every day.**

Choose a time to tidy your desk and do it! If you do it every day, it will only take five minutes and you can start each new day with a clean and tidy space.

1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

1. You should put everything you will possibly need on your desk. _____
2. You should only have one pen or pencil. _____
3. It's a good idea to have a bin close to your desk. _____
4. It's better to keep information on your computer than on paper if possible. _____
5. If you have written notes on paper you should type them into the computer. _____
6. The camera in your phone can help you remember things. _____
7. A noticeboard is a good way to organise bits of paper. _____
8. You should clean your desk once a week. _____

LIVEWORKSHEETS