Edison Jr. High School

ENGLISH



TIPS FOR A TIDY DESK

Instructions: Read the tips.

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.

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Instructions: Read the sentences. Then click on *True* or *False*.

1. You should put everything you will possibly need on your desk.

☐ TRUE ☐ FALSE

2. You should only have one pen or pencil.

☐ TRUE ☐ FALSE

3. It's a good idea to have a bin close to your desk.

☐ TRUE ☐ FALSE

4. It's better to keep information on your computer than on paper if possible.

☐ TRUE ☐ FALSE

5. If you have written notes on paper you should type them into the computer.

☐ TRUE ☐ FALSE

6. The camera in your phone can help you remember things.

☐ TRUE ☐ FALSE

7. A noticeboard is a good way to organise bits of paper.

☐ TRUE ☐ FALSE

8. You should clean your desk once a week.

☐ TRUE ☐ FALSE