

7 tips for tidy desk

Direction : Write True or False for each 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.