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Introduction

Staying organized both in your home life and work life can sometimes be a challenge. If you work from home or just have a small home office, it's very important to make sure your work space is properly maintained and you can find everything easily. Too much clutter can make life much more difficult, and important tasks and papers can get lost in the shuffle.

With proper organization, you can easily find the things you are looking for as well as feel like your personal life and work space are neat and clean. Even your computer should be properly organized, so items in various folders and on your desktop are quickly and easily accessed.