



YOUR DESK

- Sort your desk into 3 piles:
 1. To Toss
 2. To File
 3. To Do
- Toss pile 1
- File pile 2
- Add pile 3 to your to do list
- Give pens and other little bits a neat home
- Put any Business Cards in a safe place

YOUR DESKTOP

- Sort the files on your desktop into 2 folders:
 1. To File
 2. To DoRemember to Bin those you don't need as you go along!
- File Folder 1 by creating new folders to deal with any recurring types of files
- Add Folder 2 to your to do list

YOUR EMAIL

- Archive any emails older than 2-3 months
- Delete any newsletters older than a week
- Unsubscribe from unread Emails (such as Newsletters, Magazines and other Subscriptions)
- Reverse the order of your inbox and clear out the 10 oldest emails
- Create folders to file any emails that you want to keep

YOUR TO DO LIST

- Merge all of your to do lists into one long list (including that pile you created off your desk and on your desktop!)
- Prioritise your To Do list
- Delegate anything on the list that can be delegated