

## ***A Clean Desktop: A Real Possibility! And then---handle your mail!!***

Professional organizer Eileen Roth has a great strategy for organizing your desktop, which of course will simplify your life because then you will actually be able to *find* things and get on with the job at hand! She calls her system the REMOVE system: and it involves categorizing all your mail into one of 5 categories: :

**R**educe distractions by taking away all extraneous materials, from photos to knickknacks to old mail that you meant to answer yesterday.

**E**veryday use: your desktop should have *only* things you use **daily**.

**M**ove the things you use most often to the side of the desk that corresponds to your dominant hand. Then when you reach for a pen with your right hand, there it will be!

**O**rganize items in logical groupings. All things of a certain type should be placed together. For instance, all writing implements go together, all fasteners (staples, rubber bands, binder clips, paper clips) go together.

**V**iew your time: make time visual on your desktop by having a clock and organizer right there.

**E**mpy the center of the desktop so that you have a space to do your work.

Roth goes on to encourage the efficient management of mail with the RAPID system, which entails organizing all your mail into one of five piles:

**R**ead: all mail that requires reading goes into this pile

**A**ttend: make another for mail pertaining to events you plan to attend

**P**ay: Any bills or requests for money to which you intend to respond should be placed in this pile.

**I**: This is where all the mail that you judge to be important goes; all unknown mail goes here too until you decide it belongs in another category

**D**: Dump all mail that you can tell at a glance is not something you want. Don't even open it---just put it in this pile----or better yet, put it right in the trash can!