

## HOW TO ORGANIZE A DESK

Let me tell you, RockHopper, when you have to get some assignment or homework done, there is nothing better than being able to sit at a neat, organized desk and be free of distractions to be able to concentrate on the task at hand. Being disorganized means you probably struggle to keep track of pens, pencils, assignments, the cat, you name it. Things get lost, broken, forgotten about, and worst of all, when people see a messy desk they assume that your work must be weak too.

## FLIP OVER FOR YOUR NEXT CHALLENGE



### EARN THIS NUGGET

Re-arrange your desk or work area so that you can work in an uncluttered environment and have all the supplies that you might need right there at hand without having to look for them. Show your area to your parents for their approval and guidance.

LEVEL G

B-3

So, how should we lay out your desk or work space?

1. Get everything, and I mean everything, off of the desktop and let's start all over again.
2. Don't be afraid of having empty space on your desk. You don't have to fill every space; give yourself room to breathe.
3. Layout an area where your notebooks or perhaps computer keyboard will go. This is your primary space.
4. Designate a place for supplies like pens and pencils. Have an easy to reach stationery holder, or even make one, so your supplies are always at hand.
5. Place any reference books or notebooks that you aren't currently using out of the way on the corner of the desk, if there is room, or on a nearby shelf.
6. Avoid personal clutter like stuffed animals or action heroes. There is a time and a place for these, but it probably is not on your desk where these can become a distraction.



Now these are some basic tips. The essence is get rid of clutter and make sure the supplies that you are going to need can be easily found.

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