HOW TO ORGANIZE YOUR HOME OFFICE

- 1. Have a dedicated workspace
- 2. Clean and declutter first
- 3. Get an organizational system
- 4. Set up your PC
- 5. Organize the inside of your PC
- 6. Sign up for helpful services
- 7. Create a backup plan
- 8. Relocate personal items
- 9. Check your desk once a week
- 10. Get yourself a calendar



bordio.com