

# Association TRENDS

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## *10 commandments of sound deskmanship*

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An effective way to maintain control of your time is to condition your environment — to coordinate the arrangement of physical spaces in your life — in an anticipatory, supportive manner. These spaces include your office, home and car.

To condition your environment in accordance with what you face today, however, is to accommodate inefficiency: you are merely managing the products of information and activity overload. You need to manage the "beforehand" (as opposed to the aftermath).

### **What is managing the beforehand?**

Managing the beforehand involves creating space — mentally or physically — in advance of what comes next. It is clearing out the old and unsupportive, and making room for what's next. It requires anticipation, forethought and vision. It is an approach for integrating your life's activities with how you

keep your desk, office, closets, car and other spaces. Here are some tips for conditioning your desk.

### **The 10 commandments of deskmanship**

1. Thou shalt **Clear** thy desk every night. Yes, every night.
2. Thou shalt continuously **Refine** what goes on thy desk top.
3. Thou shalt **Not** use thy desk top as a filing cabinet.
4. Thou shalt predetermine what belongs **Inside** thy desk.
5. Thou shalt keep 20% of thy drawer space **Vacant**.
6. Thou shalt **Furnish** thy surrounding office to support thy desk.
7. Thou shalt take **Comfort** when at thy desk.
8. Thou shalt keep **Clean** thy desk and thy surrounding area.
9. Thou shalt **Leave** thy desk periodically.
10. Thou shalt **Honor** thy desk as thyself.

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