

Ten commandments of sound deskmanship

by Jeffrey P. Davidson

An effective way to maintain control of your time is to condition your environment — 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”, not the “afterwards”.

The beforehand

Managing the beforehand involves creating space — mentally or physically — in advance of what comes next. It is clearing out what is old and nonsupportive to make room for what's new.

Such action 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 personal spaces. The follow-



ing tips will help you to condition your desk.

Ten commandments of deskmanship

1. Thou shalt clear thy desk *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 desk 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.