

If Moses went to the top of Mount Sinai today, here's what he might return with:

THE 10 COMMANDMENTS OF DESKMANSHIP

Thou shalt:

1. Clear thy desk every night.
2. Refine continually what goes on thy desktop.
3. Avoid using thy desk top as a filing cabinet.
4. Predetermine what belongs *inside* thy desk.
5. Keep 20% of thy drawer space vacant.
6. Furnish thy surrounding office to support thy desk.
7. Take comfort when at thy desk.
8. Keep thy desk and thy surrounding area clean.
9. Leave thy desk periodically throughout thy day.
10. Honor thy desk as thyself.