

The Ten Commandments of Deskmanship

To prehistoric man, life was a spear. To the frontiersman, life was a rifle. Today, life is a desk. And if you don't make it a comfortable, well-functioning place to be, it's like having a dirty rifle that backfires when the bear is in sight. So follow these commandments for a more productive workspace.

1. Thou shalt clear thy desk every night. Yes, every night.
2. Thou shalt not use thy desktop as a filing cabinet.
3. Thou shalt continually refine what goes on thy desk.
4. Thou shalt predetermine what belongs inside thy desk.
5. Thou shalt keep 20 percent of the drawer space vacant.
6. Though shalt furnish thy surrounding office to support thy desk.
7. Though 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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PURPOSE: To provide authoritative, useful, easy-to-understand information that will help our readers reduce stress, be more energetic and balance the demands of home and work.

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