

# De-clutter and develop a clean career



We spend so much of our days inside the confines of our offices/desks/cubes... but how often do we give our environment the attention it needs? Put aside an afternoon and follow this checklist to spruce up your (physical and digital) workspace. Bonus: You might find yourself to be more productive and more inspired when you're done.

## ◇ De-clutter and deep clean your office/cube/desk

Grab your favorite all-purpose cleaner and feather duster and say goodbye to pesky crumbs and germs. Don't forget to scrub your keyboard and give your screen a thorough wipe down.

## ◇ Organize all of those loose odds and ends

If you haven't looked at a paper in years, it's time for it to hit the recycling bin. You might also consider tossing training manuals, reference materials, and reports that are readily available online.

## ◇ Spice up your workspace with pizzaz and plants

Your workspace should spark creativity, not bore you to sleep. Add pops of personality with handmade (read: Etsy) decorations or bring in a small colony of succulents for some green.

## ◇ Give your digital desktop some lovin'

Refresh that desktop background with a clean image. Toss unnecessary files in the trash and categorize the important ones by time period or subject matter in clearly labeled folders.

## ◇ Detangle your email inbox

Your challenge? Reach inbox zero. Save important emails in project-specific folders, flag all of your action items, and unsubscribe from newsletters you never read. Now enjoy inbox bliss.

## ◇ Liven up your LinkedIn

You don't need to be in the job market to keep your professional profiles up-to-date. Put your best foot forward by adding links to recent projects, updating your photo, and revising your personal statement.