

GRETCHEN RUBIN'S

Desk-Cleaning Bingo

Can you complete a row or column?

EMPTY TRASH OR RECYCLING	CLEAR AND DUST WINDOW SILLS	CLEAN COMPUTER SCREEN	WATER PLANTS	CLEAN KEY BOARD <i>(hold upside down and gently shake to remove debris, sanitize)</i>
IDENTIFY A NEW TOOL <i>(make working easier or more pleasant)</i>	CLEAN EARBUDS	DUST EVERYTHING	TEND TO TCHOTCHKES <i>(organize, replace, or remove)</i>	CLEAN PEN CUP <i>(dump it out, throw away dried pens, pencil stubs, junk)</i>
ORGANIZE CORDS <i>(unplug, untangle, and replug methodically)</i>	CLEAR DISHES	GRETCHEN RUBIN <i>(Free space)</i>	WIPE DOWN DESK TOP	ORDER ANY SUPPLIES NEEDED
WIPE DOWN DESK TOP	DUST OR CLEAN LIGHT SOURCE <i>(scrape up wax drippings, dust lamp, etc.)</i>	CLEAN PEN CUP <i>(dump it out, throw away dried pens, pencil stubs, junk)</i>	SWEEP AND CLEAR UNDER DESK	EVALUATE AND CLEAR NOTES <i>(evaluate each scrap or sticky note around your desk)</i>
SORT DOCUMENTS <i>(go through the papers on your desk, sort and stack into neat piles)</i>	FIND THE INTERLOPERS <i>(put away items that have been stored in the wrong place)</i>	IMPROVE YOUR BACKGROUND <i>(tend to the background of your video calls —straighten, organize, improve the lighting)</i>	CLEAN COMPUTER SCREEN	ORGANIZE TOOLS TO BE MORE CONVENIENT <i>(store tools so they're close at hand)</i>

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