

# Desk-Cleaning Bingo

Can you complete a row or column?

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

WANT MORE HABIT-BUILDING TIPS AND TOOLS?

**TheHappierApp.com**

Download the *Happier* app to get personalized, practical strategies for any aim.

**GretchenRubin.com**

Learn more about happiness and habit expert Gretchen Rubin's work, listen to her podcast *Happier with Gretchen Rubin*, and subscribe to her newsletter.