

## Organizing Desk Drawers

I am terrible at Yoga. I get up at 5:30 five days a week and I go walking with my friend. The 50 minutes we are walking we solve all the world's problems (now if anyone else would believe that and use our ideas).

Then I come home and attempt to do yoga. I do it watching a DVD with Wailana a yoga instructor in Hawaii. The scenery behind her is of the ocean with the waves breaking onto the rocks. It is gorgeous and the music playing is very relaxing, her instructions are encouraging and exact. Check out her web site at [www.wailana.com](http://www.wailana.com) if you want to do some yoga in your life. She sells DVD's for beginners and up. I have decided I am a pre-beginner.

I go through this torture three to five times a week because I like the flexibility it gives me and the way I feel for hours afterwards. I got to thinking this is why we organize our space, whether it is an office or our homes.

Let's take a look in your office. Look in your desk drawer. Is it a mess and you don't even want to look in it? You think this isn't working for you? Is it impossible to find anything so you have been avoiding even utilizing this prime space? Do you just shove items in there without looking? Then you need something you think might be there but you don't have the courage to look for it? Then it is time to take control over your drawer rather than your drawer taking control over you.

- Step # 1: Take everything out of it. (compared to stretching in yoga) This may be hard for you to do or you use the excuse you don't have time, so only do one drawer at a time, not your entire desk and desk drawers
- Step # 2: Look at everything you have taken out and decide where it is going to live. Is it going back in the same drawer, does it need a container to live in? Can you get rid of it? Does it need to go someplace else to live that it can call home? Maybe to a cupboard that holds supplies, a different drawer or to the trash?
- Step # 3: After making these decisions, literally take the items to their new homes or throw in the trash and put the rest of the items back in the drawer. Wow----doesn't that feel good?

I only do yoga or dare I say organize for two reasons:

- One: I like the relaxation at the end of the work out—ah ha, I can say I organize my desk drawers because I like how functional they are and how good I feel when I open it and can find what I need.
- Two: I like the way I feel for hours and literally days after working out—ah ha, I can say I organize my desk drawers because it feels so good both physically and mentally having order in my work space.

Okay so I have over simplified, there are other reasons I organize but you get the idea. As a professional home and office organizer I say, stretch and see how good it feels to have an organized drawer. Only one drawer a time, then you can move on to another drawer and another space and not become overwhelmed by the task.

### Marilyn Bohn's Bio

Marilyn is a creative organizer who has been organizing for over 20 years. She is a member of the National Association of Professional Organizers and is working towards becoming a Certified Professional Organizer. Professionally she has been organizing homes and offices for over two years. She holds a bachelors degree in Social Work. She has reared five daughters and currently lives in Utah.

Go to her website <http://www.marilynbohn.com> where you can find free organizing tips and interesting blogs and helpful articles on organizing.

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