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Episode 2 : Organizing Your Workspace

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Organizing your desk script.

Hello ya'll Mandi from SAS here. Today we are going to talk about your workspace and how to organize it.

It is so important to try and set up a designated work space to work on your classes, but life gets busy and the next thing you know, papers are flying, snack wrappers are lying, and you have too many browsers open at once on your desktop.

Having a cluttered and messy workspace can lead to disorganization and then anxiety about keeping up to date on your work.

To try and lessen the chaos an unorganized desk can bring, make a point every week to de-clutter and clean your workspace.

It doesn't matter what day or time it is, it could be Monday morning or Friday night at 11:00pm, but try to stick to a routine and de-clutter at the same time every week.

Create a space or location for everything. Use desk organizers, folders or file cabinets. Try to limit the amount of time you eat and work at your desk. This means only use your workspace for classes.

Having a clean desk, free of wrappers and other stuff will help you stay more focused and less distracted.

Thank you for listening. As always SAS is here to help.