

National Clean Off Your Desk Day Second Monday in January

Are you concerned about what may be hiding in those piles on your desk?

Is your New Year's resolution to get and stay organized?

Have you been waiting for the perfect time to sort through desktop clutter?

Well, you don't have to wait any longer. The second Monday in January is
National Clean Off Your Desk Day!

This day originated by Anne Chase Moeller, the daughter of Mr. Chase of *Chase's Annual Events* (the very book where special events are listed). Anne often helped in her father's office, working at his incredibly messy desk. In order to create a place where she could function, she spread a cloth over his mess, then start her work. When she finished, she would put her things away, including the cloth and leave.

Around 1982 she declared that he would clean off his desk at least once each year. Naturally, being in the business, they entered **National Clean Off Your Desk Day** into the record book for the second Monday in January. The rest is history. The record book has since been sold to a larger publisher, but the event is still celebrated each year. It is a great time to get a fresh start for the New Year.

Are you thinking about cleaning off your desk? Did you know that stacks of paper may create a 'busy' look, but the key to paper management is processing each piece of paper and establishing an appropriate file system? That requires making decisions. The alternative is lost information, missed opportunities, tasks undone, or decisions unmade. Instead of shuffling through the stacks on your desk looking for that important file, set up a filing system that works for all your papers, either in file drawers or boxes or cubbyholes.

Too busy to get your desk cleaned off today? Remember that working harder for longer hours is not the key to success. Success is built on being able to take advantage of every opportunity that comes your way. Success is being able to find what you are looking for when you need it. Don't believe the old saying that, "A messy desk is the sign of a genius." A messy desk is a deterrent to efficiency.

A clean desk is the best way to end each day and an uplifting way to begin the next. Resolve to make it happen.