

# The Manager's **INTELLIGENCE** *An insider's fast track to better management*

## Report

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### **How clear is a clear desk? We'll tell you**

According to Pat Heydlauff, a work environment specialist, you should end each day by clearing your desk so that at least 80 percent of the surface is visible. To achieve that, start by removing everything from your desk that you don't often use—all extras should go. Indulge in only one personal picture and no cute objects (save shelf space for those or hang them). Store the files you're currently working on in a vertical desktop file sorter instead of stacking them. Now, measure your desk....