

STEPS TO A CLEAN DRAWER

1

**EMPTY THE
DRAWER**

2

**CLEAN THE
DRAWER**

3

**IDENTIFY THE
DRAWER'S PURPOSE**

4

**PUT THE RIGHT
THINGS BACK**

5

**SORT THROUGH
THE PILE**

6

**ADD TASKS TO
YOUR CONTEXT-BASED
NEXT ACTIONS LIST**

7

**IDENTIFY ROUTINES TO
HELP YOU MAINTAIN ORDER**



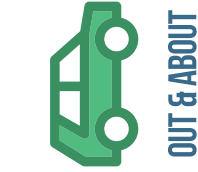
NEXT ACTIONS



HOME



PHONE



OUT & ABOUT



COMPUTER



TO DISCUSS



WORK

