



## Get Organized: Desk for Success



PHOTOGRAPH BY WENDELL WEBBER; STYLING BY HOUSE STYLE

**Contain It:** Your top drawer is prime real estate, so measure the dimensions and buy containers that let you customize and maximize the space. Individual dividers will accommodate your needs better than trays. ● Stick with sturdy dividers that stay put. If things shift every time you open the drawer, you'll slide back into chaos. ● Don't organize items by size. Instead, stash things that you use most often front and center.

The top drawer of your desk is a magnet for mayhem. Everything from soy sauce to staples gets buried there, and finding a tack can take hours. To dig out of this mess, follow organizer Ann Sullivan's system for keeping office must-haves at your fingertips.

### Assess

Stop using this drawer as a personal supply closet. Instead, save this space for your most frequently used items only. To determine what's worthy, keep a box on your desk, and over the course of two days, place the things you pull—scissors, a box of paper clips—from the drawer into this container.

### Sort

After a couple of days you'll realize that the items left in the drawer clearly aren't essential and can be moved to secondary drawers. Also transfer any lunch and beauty items to these other drawers since they tend to eat up space. Keep the menus with the forks, and store condiments in a plastic soup container to avoid sticky spills inside the drawer.

### Activate

Go back to the box and toss broken pens, dried-up whiteout and other unusable items. Return surplus supplies to the office closet. Then set up your top drawer so that you'll be able to retrieve what you need in an instant. Use practical containers and load in your essentials.

### Preserve

Your activities change over time, so reevaluate top-drawer items seasonally. Set up a reward system for staying clutter-free: Cash in your spare change (which is now neatly stowed in a secondary drawer) to splurge on a new lipstick.

—Edited by Teresa Palagano