CHECKLISTS

How to Organize Desk Drawers

Work at your own pace. Tick off what you finish and leave the rest for another session.

Date: _____ | 12 tasks

Use a product suited to the surface and follow its label. Never mix cleaning products. Keep them away from children and pets.

01 / Empty & sort

- [ ] Empty one drawer
- [ ] Remove rubbish and broken items
- [ ] Set aside items that belong elsewhere

02 / Group similar items

- [ ] Group similar things together
- [ ] Sort school and office supplies
- [ ] Sort craft supplies
- [ ] Choose which toys and keepsakes to keep here

03 / Clean & arrange

- [ ] Wipe inside the drawer and let it dry
- [ ] Use small boxes or dividers you already have
- [ ] Keep frequently used supplies within reach

04 / Finish up

- [ ] Return the things you are keeping neatly
- [ ] Leave a little space to make things easy to find

Notes & next steps

Continue in the Tidy app

cleaning-schedule.app/en/#download