

Desk Organization Checklist

Organization & Executive Function



A clear desk makes it easier to focus. Work through each section.

DESK SURFACE

- ☐ Clearoff anything that isn't needed right now
- ☐ Put loose papers into a folder or bin
- ☐ Wipe down the surface

DRAWERS & STORAGE

- ☐ Put pens,pencils,and supplies back in their spot
- ☐ Toss broken or empty items (dead pens, used erasers)
- ☐ Put books and folders back where they belong

READY TO WORK

- ☐ Only today'ssupplies are out on the desk
- ☐ Chair and desk area are clear to sit and work
- ☐ Trash and recycling are emptied into the bin

Do a full reset every: _____