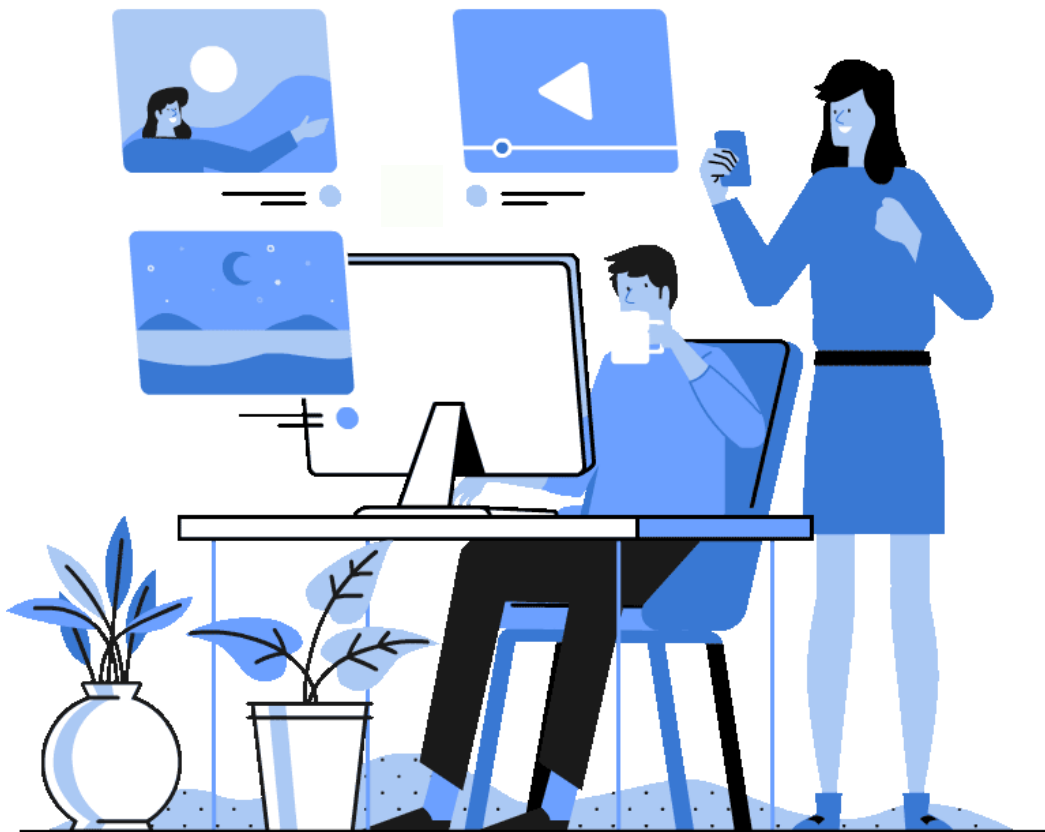




If you leave your desk, remember to:

- Lock your devices
- Lock up sensitive documents
- Hide passwords/login credentials

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Prying Eyes

**Don't become a victim!
Keep your desk cleared
of all sensitive data!**

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GO GREEN BY KEEPING DESK CLEAN



**4.3 hours per week are
spent searching for paper**

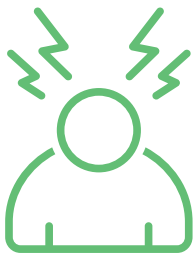


**80% of papers we file, we
never refer to again**



STRESS LESS WITH A CLEAN DESK

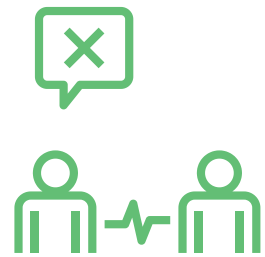
Clutter Can Cause:



**Unrecognized
stress and
feeling
overwhelmed**



**Issues with
focusing,
eating, and
sleeping**



**Negative
emotions when
interacting
with others**

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