**Seven tips for a tidy desk**

**1. Only keep things you really need on and near your desk.**

Use a tray for any papers you have to read. Have a jar for pens and pencils and have a bin near your desk.

**2. Don’t keep any drinks on your desk.**

Go to the kitchen when you want to have a drink or, if you prefer, keep a drink on a small table near your desk.

**3. Reduce the amount of paper that you use.**

Try to keep as much information as possible in folders on your computer. Before printing a document, ask yourself, ‘do I really need to read this on paper?’

**4. Scan your notes.**

If you have a lot of paper (magazine articles, notes, worksheets, etc.), use a scanner and keep a digital version as a PDF on your computer.

**5. Use your smartphone to take photos of things you need to remember.**

For example, take photos of notes to yourself, the name and address of a place you need to visit or diagrams you need to study for school.

**6. Get a noticeboard.**

If you really do need to keep small bits of paper, use a noticeboard on the wall. Check it every day and throw old notes in the bin.

**7. Clean your desk at the end of every day.**

Choose a time to tidy your desk and do it! If you do it every day, it will only take five minutes and you can start each new day with a clean and tidy space.

**Fill the gaps with the correct word from the box**

Scanner / Noticeboard / Desk / Space / Smartphone / Folders / Bin / Tray

Principio del formulario

Put your rubbish in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Final del formulario

Principio del formulario

Put things you want to read in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Final del formulario

Principio del formulario

Keep information on your computer in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Final del formulario

Principio del formulario

Make digital versions of text with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Final del formulario

Principio del formulario

Take a photo of important things with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or camera

Final del formulario

Principio del formulario

Put important notes on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Final del formulario

Principio del formulario

Clean your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every day.

Final del formulario

Principio del formulario

Start each day with a tidy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Are the sentences true or false? Circle the right one.**

1. You should put everything you will possibly need on your desk. True/False

Principio del formulario

Final del formulario

2. You should only have one pen or pencil. True/False

Principio del formulario

Final del formulario

3. It's a good idea to have a bin close to your desk. True/False

Principio del formulario

Final del formulario

4. It's better to keep information on your computer than on paper if possible. True/False

Principio del formulario

Final del formulario

5. If you have written notes on paper you should type them into the computer. True/False

Principio del formulario

Final del formulario

6. The camera in your phone can help you remember things. True/False

Principio del formulario

Final del formulario

7. A noticeboard is a good way to organise bits of paper. True/False

Principio del formulario

Final del formulario

8. You should clean your desk once a week. True/False

**Answer the following questions**

Principio del formulario

Final del formulario

What should you keep on or near your desk?

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Final del formulario

Does the text recommend you to keep a drink in your room?

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What should you do when you are done studying?

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Do you follow any of the tips? Which ones?

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What other tip would you add to the text?

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