

# BOOST YOUR WORK ENERGY TODAY!

With a perfectly organised working space.

It's all too familiar; that all-out energy drain after the long winter days. Although spring is coming and the birds are singing loud, you don't quite feel the spring spirit yet. Did you know that the right working environment can give us a real energy boost? A well organised working space makes not only a physical difference, but helps clean up your mind as well. Sounds appealing, right? Let's go then - with these tips & tricks your energy levels will skyrocket right away!

**Do you know how many things a well organised office affects?**



## Organisation

Cleanliness goes a long way to helping you achieve the company's desired brand image.



## Clients

Cleanliness helps you set the right priorities and achieve great results for your clients.



## Colleagues

Cleanliness makes for a healthier environment, increasing productivity.

**Oh yes, the truth about office hygiene can be scary!**

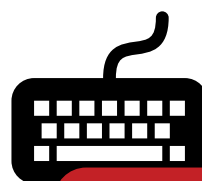
**Average number of bacteria per surface**



25,127



20,961



3,295



1,676

# 5 steps to skyrocket your energy level today!



## 1. Organise

Organised desk, organised mind. Collect yourself and your papers and sort through what's essential (or not!).



## 2. Exercise

Stretch (at your desk), stand up regularly and eat away from your desk to avoid germs and stay refreshed.



## 3. Stop multitasking

A jack of all trades is a master of none. Stop dividing your attention. Do less and accomplish more.



## 4. Go on an information diet

Try controlling your information consumption before and after work. It'll help you calm down, unwind and de-stress.



## 5. Clean

The truth about office hygiene is scary. But here's the good news: You can do something about it! We've put together a daily, weekly and monthly checklist to help you maintain a clean and healthy workplace.

## Start now - Declutter and organise!

### Daily

- First things first: set your priorities
- Declutter your desk and put away any items you don't need for your workday
- Organise the high-priority documents, file the rest
- Keep sensitive information securely filed, don't leave it unprotected
- Lock your computer with a password protected screen saver
- Leave your desk clean and tidy at the end of the day, with documents and valuables locked away.

### Weekly

- Pick a fixed day of the week to tackle the germiest office items
- Dust your desk and declutter unnecessary items
- Refill your cleaning essentials
- Get rid of old magazines, piles of old mail and meeting notes.
- Sort through your paperwork and decide what to keep and what to archive

### Monthly

- Digitise any information you want to archive to help reduce paper clutter
- Change your passwords
- Restore your digital files, remove anything unnecessary and empty the trash
- Back-up your work to an external hard drive