

# SIMPLIFY YOUR COMPUTER DESKTOP

A good rule of thumb for organizing is to remember that “physical clutter manifests psychological clutter.” Getting rid of excess clutter on your computer desktop will help create a sense of ease at the top of every day! Pick one “hero” file for your desktop that everything else will be under. Something all-encompassing. It can be as simple as “Files.” Then, create broad subcategories within that file, such as “Work,” “Family,” “Home,” etc., getting more and more specific. These will be unique to your life and the files that apply to you. Organizing your digital files will make it easier to find things and maximize your digital efficiency!

