

Office Glow Up Checklist

✦ Clear the Clutter

- Toss trash, old papers, and items you don't use.
- Remove anything that doesn't belong in your office.

✦ Create Zones

- Work zone (desk, laptop, lamp)
- Supply Zones (storage bins, shelves)
- Decor Zone (plants, candles, vision board)

✦ Wipe ~~and~~ Disinfect All Surfaces

- Desk, chair, shelves, and light switches

✦ Hide the Wires

- Use cord organizers, clips, or baskets

✦ Add Personal Touches

- Mood board, family photo, cute desk accessories

✦ Organize Drawers ~~and~~ Files

- Use drawer dividers or small bins
- Label folders clearly

✦ Label Everything

- Shelves, drawers, bins, cords
— make it Virgo Approved™

✦ Daily Reset Routine

5-minute tidy up before logging off each day