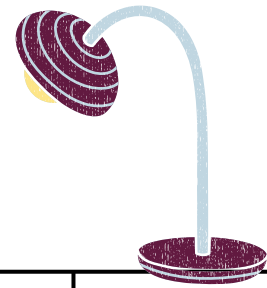


# 1% Organization Improvements

# Bingo



Clean your desk 15 minutes a day	Bookmark important websites	Try using a timer to get started	List what commonly distracts you from writing	Try using a reminders / tasks tool
Make a list of all your writing tools you use	Try a weekly task brain dump	Always carry a designated writing notebook	Make your space fun / relaxing to write in	"Spring Clean" your ideas list
Plan a writing routine / schedule	Create a memorable digital naming convention	<b>Free Space</b>	Create checklists for your writing tasks	Start a writing routine / schedule
Transfer notes to computer every day	Get rid of anything that doesn't work on your desk	Write a to-do list before you start your day	Consolidate all your notebooks	Make a list of your writing expenses and review it
Try using distraction free tools	Close all your tabs at the end of every day	Choose 1 digital place to store your writing materials	Try using a digital / paper planner	Keep a random stuff box and go through it once a week