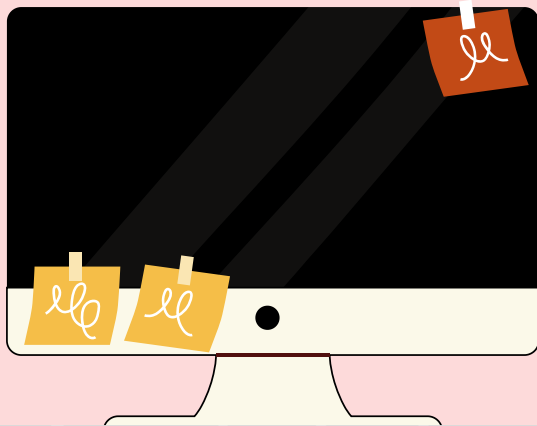


# 4 SIMPLE SQUARED AWAY MARY

## Methods for decluttering your desk

- Store duplicate supplies
- Items needs a permanent home
- Create an in-progress box address; create and maintain it
- Use baskets to contain like-papers



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