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CHECKLIST

Desk and Storage Arrangement Checklist

- [ ] List your daily tasks in the order you perform them
- [ ] Write the tools and materials each task requires
- [ ] Group items by frequency: hourly, daily, weekly
- [ ] Position hourly items within arm's reach of your seated position
- [ ] Place daily items within two steps of the desk
- [ ] Store weekly items in cabinets or high shelves further away
- [ ] Put storage on the side of your dominant hand when access is frequent
- [ ] Label every drawer and shelf clearly
- [ ] Test the layout for one week
- [ ] Swap positions where reaching feels awkward or unnatural