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CHECKLIST

One-page desk drawer reset

- [ ] Empty one drawer at a time onto a clear surface.
- [ ] Wipe out the inside before anything goes back in.
- [ ] Sort the contents by how often you use them.
- [ ] Discard anything broken, dried up or duplicated.
- [ ] Move rarely used items away from the desk entirely.
- [ ] Fit dividers that match the drawer's internal size.
- [ ] Return each item to its section at the end of the day.