If the space is uncluttered, so is your head: Minimalism at the workplace.

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Minimalism generally means cutting consumption. The main focus here is on getting by with as few material things as possible.

There can be no denying that sorting out objects which are no longer in use, and tidying up have a liberating effect and create space for a better quality of life. In the workplace, in particular, we are often distracted by a variety of things. Using the principle of minimalism you can turn your desk into a place of concentration offering space for free creativity and thought.

We have summarised the best way to do this for you in the following 7 points:

1. Letters become emails, notices are recorded in the online calendar, and telephone numbers are stored in the smartphone. **Paper** is hardly needed in the office any more so weed out printed paper to a minimum.
2. For many people it is important that the workplace reflects their **personality**. But is it really necessary to put every postcard from the last five years up on the pinboard? Make sure that your personal touch is not chaos. Less is often more.
3. **Notes** retain important thoughts and ideas. At the end of the day you should filter these. Decide which are really important and which can be thrown away. A pinboard (provided it is

not plastered with postcards) can also help to keep your notes neat and tidy.

4. Avoid **cable tangle**: a cable duct under the desk and a cable snake make the power and data supply of your electronic devices almost invisible and allow them to be stowed away compactly.
5. Your desk is not a collecting point for **used crockery**. Therefore, try and clear away coffee cups and the like each day. It’s usually not far to walk to the communal kitchen, and stretching your legs keeps you alert.
6. Use drawer boxes and magazine files effectively to **avoid chaos**. Make sure that you sort your documents methodically and do not just simply “file“ them and let them accumulate.
7. Instead of collecting umpteen advertising pens, reduce your **writing tools** to one or two favourite pens which write well.