Beyond the to-do list, what can you do to stay on top of your priorities, out of clutter, and be sure that nothing falls through the cracks?

**Learn technique: 5S**
The 5S method is a technique for more effectively organizing your workspace, and sustaining the organization over time.

1. **Sort.** Take inventory of all the items in a space, and remove anything unnecessary.
2. **Set in order.** Arrange your space so that moving through your workflow is effortless. Make it easy to find frequently used items, assign a clear location for certain items (with labels or color coding), and prioritize space for frequently used supplies or tools.
3. **Shine.** Take a moment to do routine upkeep tasks – even if it’s something as simple as emptying the paper from the shredder.
4. **Standardize.** Consider a schedule or procedure to support the repetition sorting, setting in order, and shining.
5. **Sustain.** Set up a training session, talk through improvements and perform regular checks to ensure your changes are implemented and maintained over time.

**THIS WEEK’S CHALLENGE:**

**Try this:** Hold a “5S Friday” by setting aside a Friday afternoon to go through the steps of the 5S technique with your colleagues.

**KEEP ON LEARNING**

- Workshop: “Productive Work Habits,” February 14, 1-4 p.m. [Register now](#).
- Lynda/LinkedIn Learning: Watch this 4-minute video on holding a 5S Kaizen.