



Decluttering Your Workstation

Ready to Declutter?

Before You Begin – You'll Need:

- **Container to carry personal things**
 - Box
 - Reusable bags
 - Sealable tupperware, etc.
- **Garbage and recycling bins**
 - Provided by office
 - See your office manager
- **Reserve a day and socially distance**

Take Home

- Clothing (coats, sweaters, footwear, etc.)
- Pictures, plants, small appliances (personal fan, heater, etc.)
- Dishes (cups, utensils, etc.)
- Personal copies (trainings, courses books)

Leave at The Office

- Required business records
- Desk phone
- Chair
- Computer equipment (unless otherwise arranged)
- Office supplies – return to stock

Disinfectant spray bottles & paper towel are available in offices

Please see your office manager if more cleaning supplies are required

- ✓ Uncluttered desks and offices improve employee morale and transform work environments into happier & healthier places. Neat and tidy workspaces support happier environments – reduce anxiety & stress.
- ✓ Uncluttered workspaces are also easier to clean and safer to work at.
- ✓ Decluttering your desk is the process of removing personal items from workstations, counter tops, filing cabinets and other surfaces.
- ✓ As the TRCA works towards creating a hybrid flexible work model, staff are required to begin decluttering their current workstations to allow for desk sharing.
- ✓ Divisional representatives will reach-out to you shortly to schedule a socially distanced day at the office to declutter your workstation or office.

Office Records

- Read the **TRCA Records and Information Management Guidance for Desk Decluttering** Presentation
- Return business records to divisional file cabinets or file rooms
- Utilize shredders located on each floor of 101 Exchange, and consult your office manager at satellite sites
- Contact **Jason Ramharry** if you have any further questions after reading the above-mentioned presentation