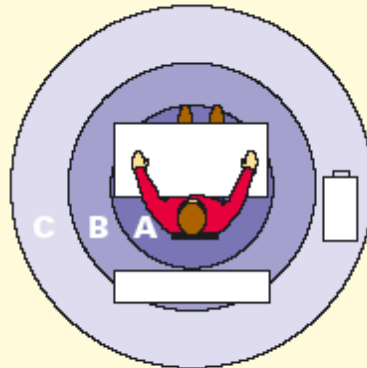


# Organise your workstation

The ABC Fingertip Management System to organise your work environment:



A = Most frequently used (can reach easily while seated)

B = Used from time-to-time (must stand or stretch to reach)

C = Least frequently used (must take steps to reach)

## What to collect?

- All incomplete task, activities and projects.
- Reference material.
- Relevant equipment.
- Decorations.
- Office / task materials.

## What not to collect?

- Everything else..!