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The Desk Reset

A ten-minute reset for a desk you share with a laptop, built on 5S, the tidy-workplace method from Japanese manufacturing: sort, set in order, shine, standardize, sustain.

1 · Sort (整理 seiri): what leaves the desk · 3 min

- □ Everything you didn't touch this week goes into a drawer or a box
- □ Dead pens, dried highlighters and loose receipts go
- □ Paper you've already acted on is filed or recycled

2 · Set in order (整頓 seiton): what stays · 3 min

- □ One notebook, open or ready to open
- □ One pen you like writing with, plus one spare
- □ One small tray or stand for anything else you use daily
- □ Laptop, charger and nothing else on the main writing area

3 · Shine (清掃 seisō) · 2 min

- □ Wipe the desk surface and the keyboard
- □ Empty the eraser crumbs and the pencil-shaving corner

4 · Standardize (清潔 seiketsu): pick a place for each thing · 1 min

Each item gets one home. If you have to think about where something goes, it doesn't have one yet.

5 · Sustain (躾 shitsuke): the end-of-day reset · 1 min

- □ Close the laptop
- □ Write tomorrow's first task on the next clean page
- □ Put the pen on the notebook, the notebook in its place

Three analog tools worth keeping next to a laptop

Tool	Why	Read first
A notebook with ruling you like	For thinking before typing	bungujournal.com/blog/best-japanese-notebooks/
A pen you enjoy	You'll use the notebook if the pen is good	/blog/best-japanese-pens/
Correction tape or an eraser	Fix a line without starting the page over	/blog/japanese-correction-tape-explained/