

Friday Flings

- Ensure staff know its “tools down”
- Order extra bins and provide guidelines (available on the [portal](#))
- Create some fun awards like ‘first person to have a clear desk’
- Get everyone to take home personal items/clear pedestals
- Provide a “buddy” for staff who will find this challenging
- Have a celebration to finish and provide some snacks and drinks



Communicate



Team Work



Getting Ready

- ❑ Tell your team about your Friday Fling
 - ❑ Reminder email on the days leading up to the Friday Fling
- ❑ Distribute additional bins evenly across the floor and specifically in the worst areas
- ❑ Make sure all storage areas are covered by teams and identify un-owned cabinets, boxes and items
- ❑ Give teams direction prior to Clean Ups of areas for technology / stationary / catering etc
 - ❑ Assess Christmas decorations and catering items - nominate a specific central area to keep
 - ❑ Create an area for spare technology to be placed (to be taken away or left)
 - ❑ Make space to donate old marketing / stationary items
- ❑ Provide teams with tape or an EMPTY sign to place on cabinets once emptied to show they have been cleared and closed! This will help show your progress.

