The Organized Computer

Use Outlook or a similar calendar program.
   Use email effectively
   Adjust columns to things that are important are more visible.
Make rules for receipts
Create folders for recipients so you can find emails easier
Flag important items for follow-up so you can get through email quicker

Color code appointments, contacts, tasks, EVERYTHING according to priority
Block out private appointments to give yourself time to get organized.

Use OneNote or Ever Note to manage files electronically, and to keep things handy.
Archive what you do not need on a regular basis. It will still be there, but not visible to clutter up the desktop.

The Organized Desk

Color code with binders, folders, binder clips, paper clips, paper.
Set up action files—Do Now, Do Later, Waiting on Something/Someone, Reference

Keep file names simple and not too specific.

Use David Allen’s workflow to process paperwork.

Periodically go through to see if they are being underused or overused. Adjust accordingly.

Have an inbox and let everyone know that all information goes into it—not on the desk, chair, etc. A multi-level box can work for different folders and projects.

Never touch anything more than three times. If you have to do that, it is not in the right place, and you need to make a decision on what to do with it.

Keep often used items within reach—note pad, pens/pencils, contact lists/phone lists, forms.

Use a bulletin board so you can see information instantly without having to search. This is especially good if you have a desk phone and need to answer questions while talking to clients/colleagues.

Have a waste/recycle basket within reach on the floor to make it easier to throw things away. However, do not put it right under the inbox in case of spillover!

Keep the desk professional. It is okay to have a few personal things, but do not overdo it, and keep personal things at a distance. Repurpose personal items—use a favorite mug to hold pens, pretty bowls, vases, or baskets for office supplies.