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# What Every Professional Needs In Her Desk Drawer

## Twelve Essential Items For Your Desk Drawer

**D**anine Fruge, M.D., director of women's health at Pritikin Longevity Institute & Spa in Miami, Fla., often works 15-hour days that include three hours of commuting time. Like most professionals, she's not able to make a quick trip home if she's forgotten something or needs a touch up. She has to be ready for anything.

"I want to be on all the time, so I have to stay well-stocked," she says. Her best cure against flagging energy is fresh fruit and vegetables that she keeps in her office. Fruge has become known in her practice as the "produce girl." She frequently comes in with a cooler full of cucumbers, bell peppers and celery to replenish her stash.

She also has a "just in case" drawer, which she fills with anything she may need. It has tennis shoes, socks, deodorant and perfume for hot days when she needs to get out of the office and take a walk. Back in the office, the heels come on and she uses a spritz of the fragrance. The drawer also holds Band-Aids and Tylenol for the occasional scrape or headache, an ice pack for tension and a manicure case with products for hangnails and splinters.

Have you looked in your office drawers recently? Besides some lint and paperclips, does it



contain the supplies that will rescue you from injury, stress, stains, bad breath or worse? ForbesWoman talked to the experts to find out what professionals really need to tangle with the unexpected. Doctors, stylists, body language experts and career counselors pinpointed the items that everyone needs to stock.

### Keeping Up Appearances

David Givens, Ph.D. and author of *Your Body at Work*, analyzes the signals people send unknowingly with their behavior and

overall appearance. He says the first place eyes go is to the hands, which becomes particularly important in a board or client meeting where you're shaking hands and gesturing with your hands. In a study he conducted for manufacturer Unilever, Givens discovered that people unconsciously judge dry, rough hands as indicating poor health, old age and questionable character. The solution? "Keep a bottle of hand cream in your drawer and use some before every meeting," he concludes.

Eye redness or irritation also leads to unconscious judgments by

coworkers, says Givens. Clear, bright eyes denote health, alertness and vitality, all of which are important when you're working on a big project. Corporate photo and video stylist Darrell Redleaf recommends keeping Visine eye drops in your desk drawer or briefcase to use in case an impromptu meeting is called. "You need to look like you're on top of your game, even if you were up all hours on deadline or entertaining a client," he says.

### Medical Mishaps

David Prince, M.D. and director of cardiac recovery at Montefiore Medical Center, says the most common ailment among all his patients is the tension headache. Professionals, in particular, are likely to get headaches during the day due to stress, fatigue or irregular eating patterns. He says the most important part of your office emergency kit is Tylenol or Advil. He says Tylenol is generally easier on the stomach and less likely to interfere with medications. Advil, on the other hand, is better for menstrual cramps and inflammation from arthritis or muscle soreness. While it's not wise to take these often, they will come in handy for the occasionally flare-up.

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Prince also likes to keep an instant ice pack in his drawer to treat his frequent “gym-injuries.” When you crack the pack, it cools down and helps soothe a sprain or strain. Wrap it around a swollen knee under your desk for about 10 minutes, three times a day, to get relief, he suggests. Moreover, the instant pack applied to the head or neck is a natural way to reduce or discourage headaches.

### Just In Case

Career coach Eli Davidson advises that you prepare for the what-if scenario. She suggests a change of shoes and clothes, depending on your habits. If you normally dress down, you’ll need to keep more formal attire on hand. Conversely, if you often suit up for work, keep a pair of comfortable shoes and jeans in your drawer.

Fashion stylist Nisonja McGary, who works with celebrities like Tom Cruise, Katie Holmes and Jaime Fox, recommends a plethora of products in your office drawer for potential beauty dilemmas. The essentials: Band-Aids “for blisters and scrapes along the way,” a **Dryel stain remover** pen to erase tough stains from wine to coffee or lipstick, double-sided tape “for preventing wardrobe malfunctions” and a lint roller and **Downy wrinkle releaser** to keep your clothing looking polished.

For women, it’s wise to keep a stash of essential hair and make-up items. Powder, concealer, lipstick and eyeliner will help you look fresh after a long day’s work. A brush and hair tie or hair clip help to fight unpredictable weather. For both sexes, matte skin and fresh breath will help make a good impression on clients and coworkers. Neutrogena shine-control sheets will keep oiliness at bay, and a toothbrush or mouthwash fight coffee breath and lunch leftovers.

### Twelve Essential Items For Your Desk Drawer

Had a look in your office drawers lately? Besides some lint and paperclips, are they filled with supplies that will rescue you from injury, stress, stains or bad breath? ForbesWoman spoke with doctors, stylists, body language experts and career counselors to break down what you need to stock today.

1. Hand Cream
2. Eye Drops
3. Acetaminophen or Ibuprofen
4. Healthy Snacks
5. Lint Brush/Wrinkle Releaser
6. Toothbrush or Mouthwash
7. Band-Aids
8. Stain Remover Pen
9. Sewing Kit
10. Change of Shoes
11. Comb and Hair Tie
12. Powder or Blotting Papers



“I tell people to have a drawer that they go to for the unexpected,” says Dr. Fruge. “I have one.” What’s in yours? ■

**By Jenna Goudreau**

