

# Organize a Desk with Easy to Build Caddies

## DIY Plans to Build Desk Organizers

Desk organization is always a must and quality desk organizers can be really expensive. Here is an inexpensive set you can build and customize to match your decor! The DIY plans to build Desk Organizers feature a pencil cup, a file holder, and a caddy with divided spaces, all constructed out of 1/2" plywood. The entire set can be constructed in a few hours!



DESIGNS BY  
STUDIO C

### Materials:

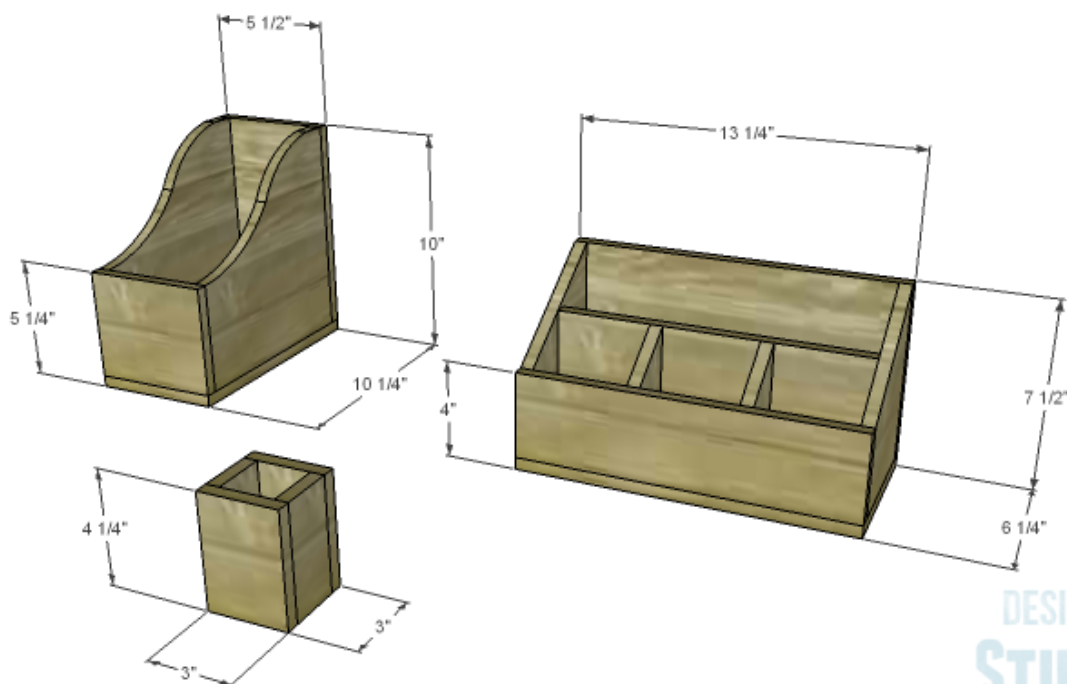
- 1-1/4" brad nails
- Edge banding, if desired
- Wood glue
- Sandpaper (100, 150, 220 grits)
- Finishing supplies (primer & paint, or stain, sealer)

## Lumber:

- 1 – 2' x 4' sheet of 1/2" plywood

## Cut List:

- 2 – 1/2" plywood at 2" x 4-1/4" – Pencil Cup Sides
- 1 – 1/2" plywood at 2" x 2" – Pencil Cup Bottom
- 2 – 1/2" plywood at 3" x 4-1/4" – Pencil Cup Front & Back
- 1 – 1/2" plywood at 5-1/2" x 10-1/4" – File Holder Bottom
- 2 – 1/2" plywood at 9-1/2" x 9-1/2" – File Holder Sides
- 1 – 1/2" plywood at 4-3/4" x 5-1/2" – File Holder Front
- 1 – 1/2" plywood at 5-1/2" x 9-1/2" – File Holder Back
- 1 – 1/2" plywood at 6-1/4" x 13-1/4" – Caddy Bottom
- 2 – 1/2" plywood at 5-1/4" x 7" – Caddy Sides
- 1 – 1/2" plywood at 5" x 12-1/4" – Caddy Center Dividers
- 2 – 1/2" plywood at 2-3/8" x 5" – Caddy Center Dividers
- 1 – 1/2" plywood at 3-1/2" x 13-1/4" – Caddy Front
- 1 – 1/2" plywood at 7" x 13-1/4" – Caddy Back



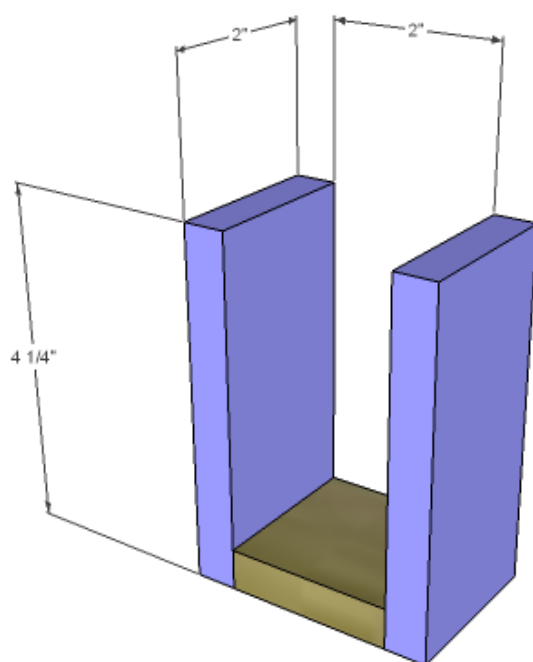
DESIGNS BY  
**STUDIO C**

*Click on the drawings for a larger view!*

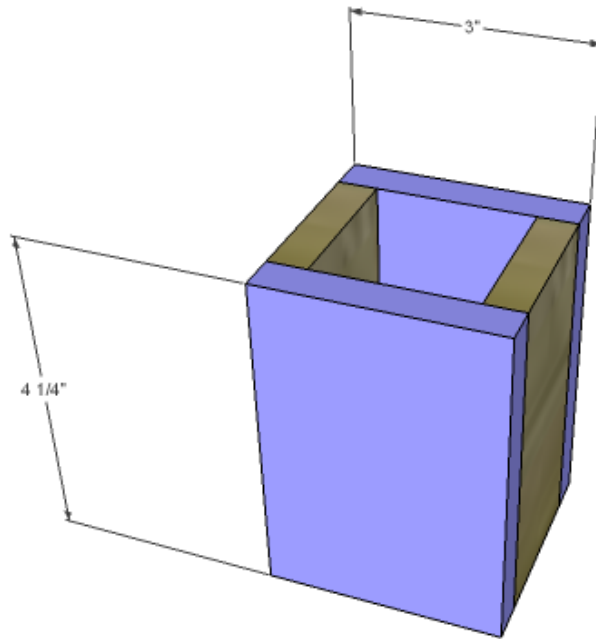
If using edge banding, it will be applied to the exposed edges prior to assembly.

## Pencil Cup

Cut the pieces for the pencil cup. Secure the sides to the bottom using glue and 1-1/4" brad nails. Secure the front and back using glue and 1-1/4" brad nails.



DESIGNS BY  
**STUDIO C**



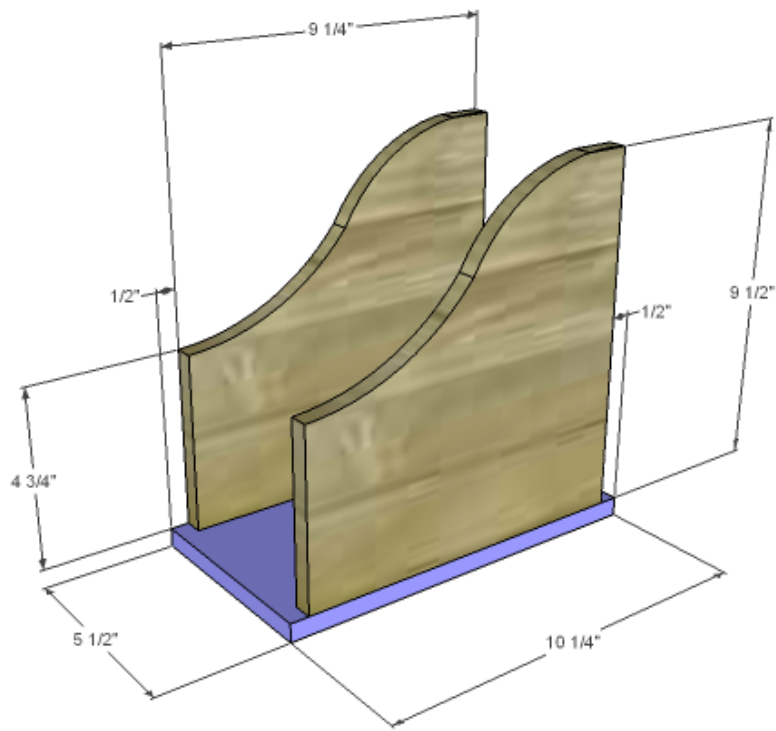
DESIGNS BY  
**STUDIO C**

## File Holder

### Step One

Cut the pieces for the file holder. Draw the curves on the side pieces maintaining the front and back dimensions. Cut out the curves using a jigsaw or a bandsaw.

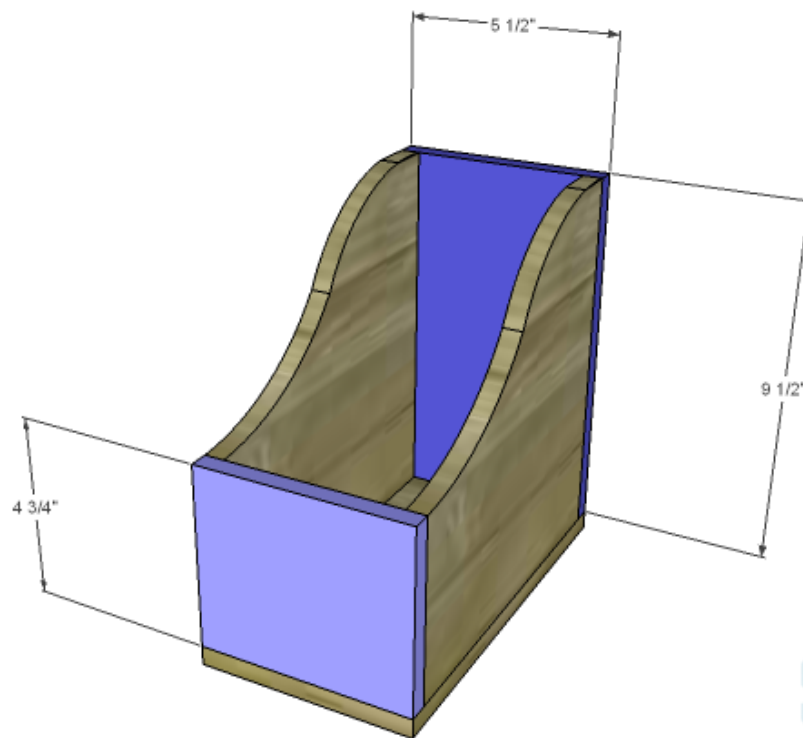
The sides will be flush with the side edges of the bottom, and will be positioned 1/2" back from the front and back edges of the bottom. Secure the sides to the bottom using glue and 1-1/4" brad nails.



DESIGNS BY  
STUDIO C

## Step Two

Secure the front and back pieces to the side pieces using glue and 1-1/4" brad nails.

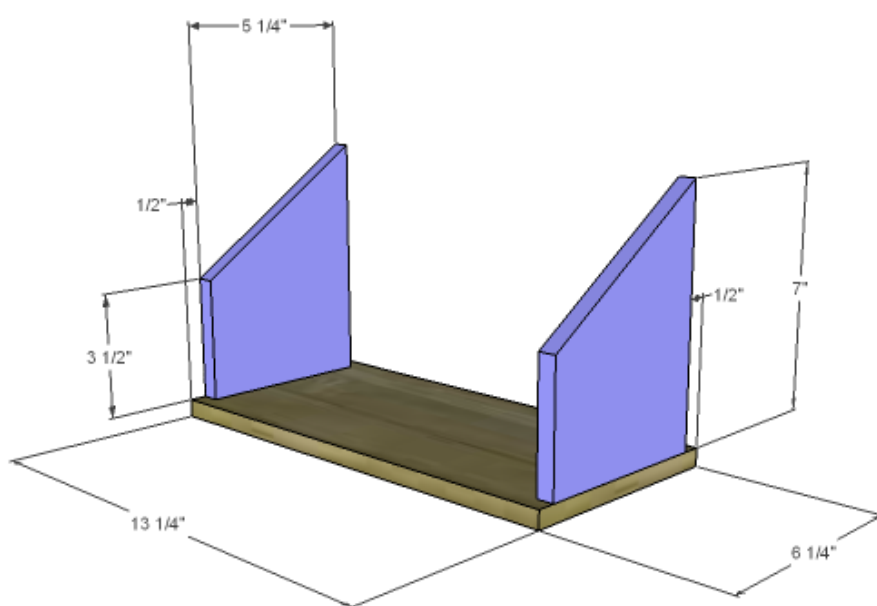


DESIGNS BY  
STUDIO C

# Caddy

## Step One

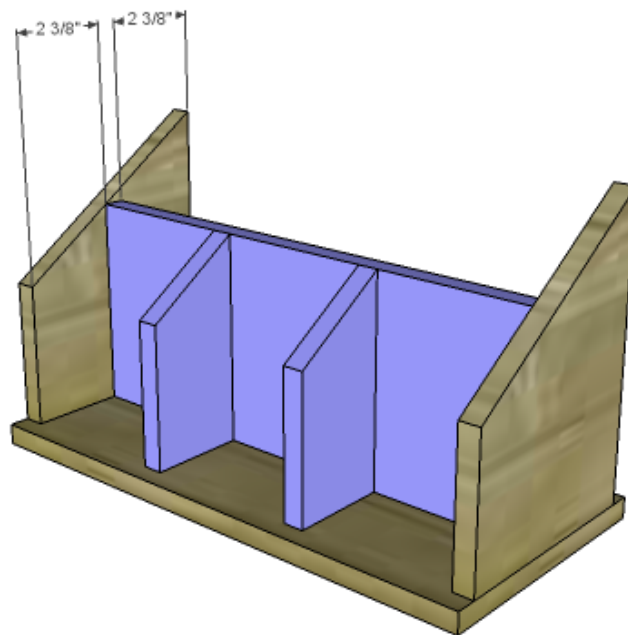
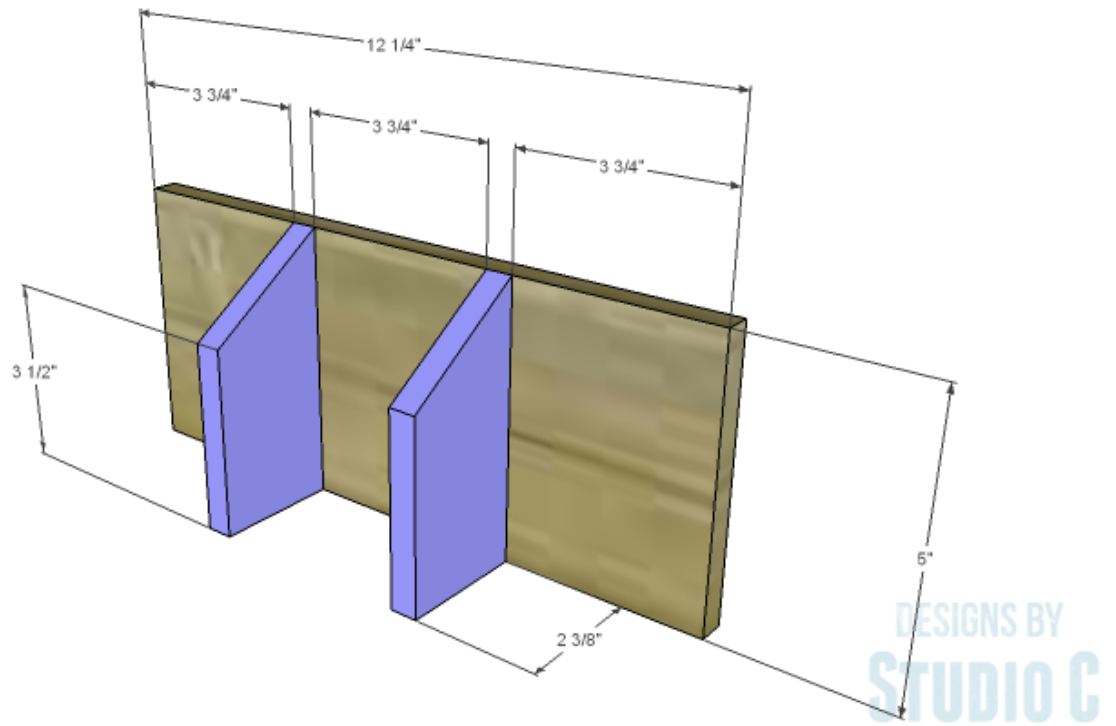
Cut the pieces for the caddy. Draw the angles on the sides and the center pieces, then cut using a jigsaw or a bandsaw. Secure the sides to the bottom using glue and a 1-1/4" brad nails. The sides will be flush with the side edges of the bottom, and will be positioned 1/2" back from the front and back edges of the bottom.



DESIGNS BY  
STUDIO C

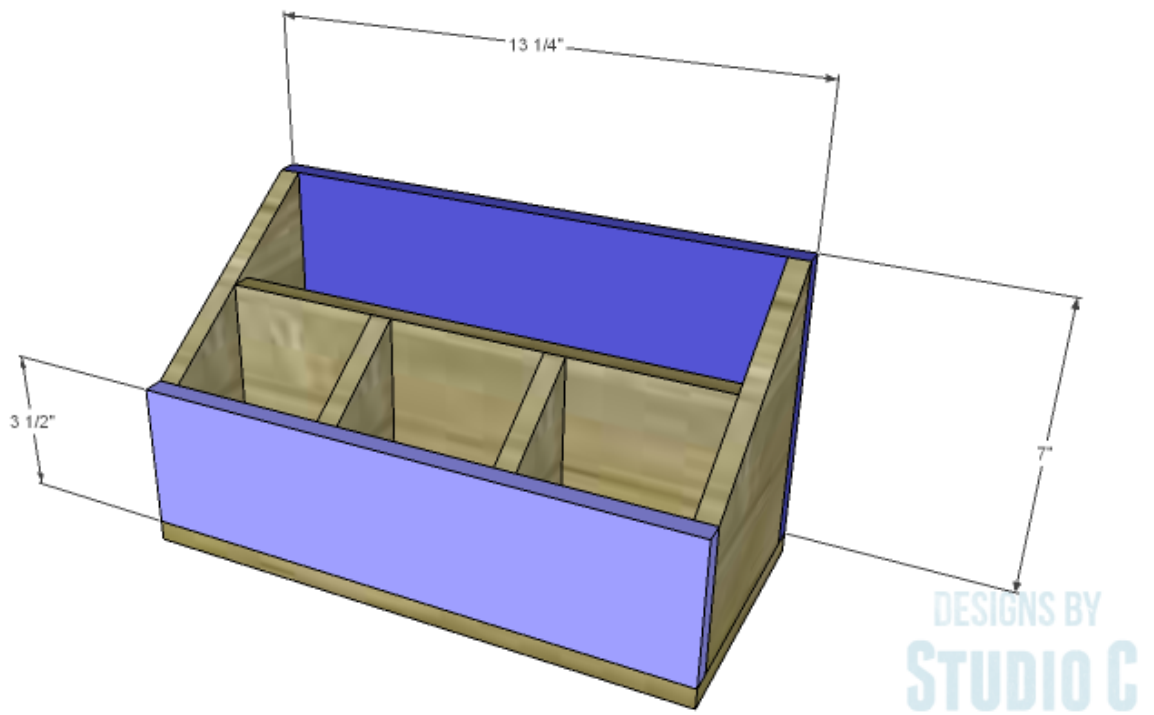
## Step Two

Assemble the center dividers using glue and 1-1/4" brad nails. Secure the center dividers to the sides and bottom using glue and 1-1/4" brad nails.



## Step Three

Secure the front and back pieces to the side pieces using glue and 1-1/4" brad nails.



Finish as desired.

The desk organizer pieces would great to organize art supplies for the kiddos, makeup and hair accessories in the bathroom, and craft supplies! Have any questions about the DIY plans to build Desk Organizers? Leave a comment below!