



Feng Shui Your Way to a More Productive Office Space

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Chaos and clutter sabotage success. They collect negative energy and prevent focus, clarity and efficiency — all of which block or stand in the way of a balanced work life and home-life harmony. Whether your office is in the corporate suite, a cubicle or the spare bedroom, it is crucial to have a workspace that encourages productivity, efficiency and organization.

No. 1 – Remove Energy-Drainers. Energy-drainers can be anything from too many family photos on your desk to stacks of files, magazines and paperwork. Eliminate them. Energy drainers can also be that dead plant in the corner taking up room and getting dusty, as well as the improper placement of functional items like the telephone on your desk and the computer keyboard in relationship to the computer monitor. Change them. Removing energy-drainers might mean getting new filing cabinets, eliminating everything on the top of your desk or finding a better way to use your computer. Take time now to make those improvements.

No. 2 – Position Yourself for Efficiency. Once you've removed the energy drainers, arrange your office and desk space to maximize efficiency and productivity. In order to provide you the best possible positive energy and command the most respect, your desk should always be opposite or kitty-corner from your entrance door; it is a position of power, safety and focus. You should never sit with your back to the door or in a position where you cannot see someone approaching you. It is difficult to concentrate and stay focused when at any moment you could be startled by a visitor in your office. If it is impossible for you to move your desk, place a small mirror or a larger shiny container on your desk so you can always see someone approaching from behind. This step alone will make a major difference in your productivity and ability to concentrate.

No. 3 – Organize Your Desktop. Clutter on your desk prevents you from staying focused and being efficient and effective. It is very easy to forget things or lose your train of thought when your desk is a constant distraction. Find ways to organize the projects you are working on either on top of your desk or in it. Keep current materials nearby and place the others into a holding area. Remove all those cute things on the desk or walls including pictures of family, children or grandchildren. Even though they are personally very welcoming, all those eyes are very distracting and not conducive to staying focused and being productive. Remember the 80/20 rule – 80 percent of your desk and your computer screen should always be visible for maximum concentration and productivity.

No. 4 – Get Focused. Better concentration and focus lead to self-motivation, which is a prerequisite for you to succeed, meet deadlines and be more productive. There are so many distractions in daily living that care must be given to developing the proper energy needed for

maximum productivity while working. Eliminate the texting and tweeting during working hours unless it is strictly work-related. Every time a social media note pops in, your focus is broken, your creativity suffers and your productivity nosedives. Even if you're working from home, you want to be able to leave work behind at the end of your busy day and partake in much needed rest, family activities and recreation. By positively shifting your workspace energy to maximize focus and productivity, you will be able to do just that.

No. 5 – Energize Your Workplace to Support Your Goals. Focus energy on the things you need help with so your productivity and performance will improve, leading to more success and prosperity. Energize the wealth, good luck and relationship areas of your office to create supportive, goal-oriented energy in your workplace environment.

Northeast is the knowledge area in your office. Place trade journals or training manuals that will help you grow and advance there.

East is your wealth area. Add a healthy, upward-reaching plant, a picture of trees, flowers bursting with blooms or the color green for growth and income.

Southwest is for relationships. Add something symbolizing a harmonious, productive and respectful relationship, such as a bouquet of flowers or a grouping of animals (giraffes in multiple sizes) or something made out of terra cotta clay or terra cotta in color — this is the perfect area for pictures of you with great clients enjoying a good working relationship.

Northwest is for helpful people. Place something silver and round, a picture of the American Tour de France bicycle team, Michael Phelps and the swim team that helped him win his eighth gold medal (or other people helping each other) or a picture in a silver frame of people that have helped you. If your workspace is small or without walls, place the above energy enhancements on your desk. Just make them an appropriate size for your desk.

Create your own success roadmap by adopting the characteristics of improving your performance and productivity. Go from clutter and stress to improved productivity and performance — the keys to success. You can change your world into an energized, stress-free, productive environment with a minimum amount of time, work and effort.

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