

## PROFESSIONAL ADVICE

## When All Around You Are Losing Their Heads...

By Pat Heydlauff

**Are you calm, in control, and productive – and, as a result, the most indispensable person in your workplace? Or, are you constantly struggling with one “fire” after another, feeling as if you’re spinning out of control, often missing deadlines or commitments?**

If you’re like many of us, you’ve started your new work-week with great intentions. You’ve been very dutiful in making a “to do” list. You’ve probably even gone so far as to start on your list. But then, somehow, your engine starts sputtering. And in the back of your mind you keep hearing this nagging voice saying, “Why bother? I don’t have enough time, so I can’t get it done anyway.”

### Low Self-esteem + Low Productivity = Negative Self-Talk

Do you sabotage your own best intentions by listening to that nagging little voice? Just how many times have you heard that voice say “You won’t succeed,” “Nobody cares,” or, “You won’t get that promotion” (you fill in the words)?

Self-talk can be absolutely devastating to your career path. In the field of Feng Shui, negative self-talk is considered energy-draining clutter in your mind. This is the type of negative clutter that can send you on a slippery downward slope...from which you may spend months, or even years, recovering. And which takes you ever-farther from your goal of becoming “indispensable”.

### Unclutter Your Mental Cobwebs

One of Feng Shui’s most important concepts is the removal of clutter from your life. And negative self-talk is the ultimate form of clutter. It is toxic to a healthy, success-oriented thought process. Visualize it as mental cobwebs you need to sweep out of your thinking – and be diligent about keeping it out.

As your first step, think back over the past year and determine the positive, success-oriented information you’d like to keep. Make a firm decision to save only the information that’s positive; other thoughts need to be left behind, or swept out. If your thoughts wander back to the “old” negative thinking, tell your mind, “Thank you for the reminder, but that information no longer serves me well.” And send the old thinking away.

The next step is to bring to completion any thoughts and projects left over from the past as soon as possible. This act alone will show up as success in your

mind’s constant dialogue. In addition, it will help clear out the old unfinished energy and the stagnant clutter of unresolved issues. Make a list of things that really do need to be completed – and then do them! This translates into productivity...and indispensability.

And, thirdly, remember to give yourself praise! No one else knows how hard you work to accomplish your goals. And no one else can encourage you, and compliment you on your achievements, as well as you can.

If the self-talk in your mind is busy encouraging, motivating, and cheering you on, it has little or no time for negative, energy-draining self-talk. This in turn leads to more productivity – and more success. Your mind needs to be filling you with words of renewal, rejuvenation, and reinvention, not of negativity and discouragement.

### Improve Productivity by Improving Concentration

I’m often asked by people how they can improve their concentration, because their minds seem to wander when it comes to details or finishing a project. Others tell me that they are able to concentrate, for the most part, but they still don’t feel productive; they’re always in a rush to get the job done. And they always ask if Feng Shui can help.

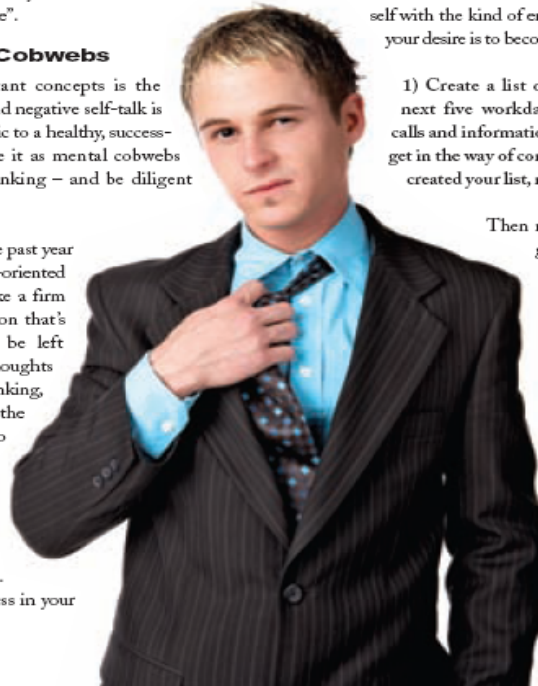
The answer is yes. Productivity and concentration are directly related to positive energy and determination. In order to be productive, you need to concentrate...but in order to concentrate, you need to surround yourself with the kind of energy that encourages and motivates you. If your desire is to become indispensable, there are ways to do it:

1) Create a list of things you need to accomplish in the next five workdays. Include everything; even returning calls and information searches. (It’s the little details that often get in the way of concentration and productivity.) Once you’ve created your list, rank everything in order of importance.

Then review your list to see if you can possibly get it all done in one week. If you can’t, re-evaluate the list and move what you can to the following week, or try delegating to others. It’s extremely difficult to be productive if you’re too busy thinking about everything else you still have to do.

2) Put your list in a prominent location, where you can see it easily. This will help you remain more focused. Then begin with the most important item on your list, not the easiest or the fastest one to complete.

Set a time limit for how long it should take – you will be 100%



more effective if you know that you only have a limited amount of time to work on your project. Complete that project before thinking about anything else on your list. Reward yourself after you've completed your project (within the allotted time) with a five-minute break to sit in the sun with a glass of lemonade, or to take a brief walk in the fresh air. The reward is a very important step, as it's part of your motivation.

Now move onto the next item on your list. Be sure to review your list periodically during the week, to evaluate whether you've estimated the proper amount of time to complete each item. You can always move an item to the next week, or bring one forward, as time permits. If people stop by to visit you or call you, be polite but firm. Tell them you're on a deadline, and ask if you can get back to them. Do get back to them – at a time that's convenient for you, not them.

3) Energize your office, by placing a motivational picture framed in silver in the northwest corner. This will generate the positive energy needed for concentration and productivity. The combination of the silver and the message will help focus energy on the motivation, and the helpful people you need in your world, to become indispensable.

Your productivity and concentration will improve dramatically... despite noise pollution, phone calls, and co-workers, to say nothing of your demanding boss. These three simple steps will make it much easier to bridge the gap between your good intentions and successful results. You can make yourself indispensable by being in control - of yourself, your thinking, your actions, and your productivity.

Pat Heydlauff is a Feng Shui expert, consultant, speaker, columnist and award-winning spiritual artist. Contact her at [heydlauff@theparklander.com](mailto:heydlauff@theparklander.com).