

# Promotional consultant

## Is Clutter Taking Control Of Your Office?

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Issue: OCT-NOV 2008



Does your office support you? You may have never asked yourself that question, but you should. Your office should support you energetically. Are the colors on the walls conducive to productivity? Is the entrance clutter-free and welcoming? Does it reflect a successful business?

Whether you work in the corner office of a multistory commercial building, a cubicle in a medical center or the corner of a bedroom in your home, your workspace should provide you with supportive energy for focus, productivity and income generation.

It wasn't long ago that an office only needed a desk and chair, something to write with, a telephone and perhaps a typewriter. Today, the technological and electronic needs are vast. Global communication systems, cell phones and smart phones, wireless laptops, and voicemail systems are just a few of the necessities of a productive 21st century office.

With all of the high-tech requirements, the more subtle but equally supportive energy requirements are often overlooked. These provide a balanced atmosphere, allowing you to stay focused, productive and in control of your time. A productive, success-oriented office contains a balanced amount of both worlds. Integrating some basic Feng Shui principles and personal design preferences with your high-tech requirements will create an office that is less stressful and more productive, which yields more profitability and personal satisfaction.

### **Organize, File Or Trash**

Before you can energize your office for success, it is imperative you unclutter it first. If you energize certain areas of your office and clutter is the way, you will create even more clutter. Organize it, file it or get rid of it. Then you are ready to move on.

Following are seven Feng Shui principles you can apply to create a balanced office:

- Energize the entrance to your office by eliminating clutter, having it well-lit, removing wastebaskets from the area and making sure the door can swing open. This is not only the entrance to your productivity, but also the entrance to new clients, new business and profitability. The front entrance and its welcoming statement affect the success of your entire business.
- If your office is in your home, make sure the entrance to your home is also welcoming. You can do this by making sure plants are pruned and there are colorful flowers to greet visitors. Do this even if clients never come to your home. Positive energy needs to enter in order to provide your business with growth and prosperity.
- Paint office walls colors that provide supportive energy for the work being done. For example: Sales, marketing and professional offices should be soft terra-cotta or earthtone colors, which are conducive to building good relationships with clients. Avoid the hard, stress-oriented energy created by white walls—the stress can easily pass on to clients resulting in no sales or unsatisfied customers.
- However, if you are in a home office and cannot seem to get motivated, paint the walls white and surround yourself with less wood and more metal objects. Focus is often a problem in a home office—white will give you the energetic tension needed for focus and productivity.
- Use art and wall décor to further enhance the purpose of the office. Use motivational art and posters that energize. Art that shows success, teamwork and a winning attitude are great. Frame them in silver or gold and hang them on west and northwest walls. Family pictures in an office can be very distracting. Limit these to either a small grouping or a collage in one frame and place them in the southwest area of your desk or office to energize relationships, both work and personal.
- In the east and southeast area of your office, energize both new business and wealth generation by adding plants that reach upward, like bamboo. If you do not have a green thumb, use great-looking silk plants or trees. You can also hang pictures of magnificent redwood trees or sequoias to give added energy to income generation.
- Hanging artwork that showcases water on the north wall will energize your career. Be sure the water in the picture has smooth movement to it, like a flowing river, rather than tumultuous waves crashing on the shore or stagnant water. A small tabletop water fountain with a gentle bubbling sound also works well. If you include a fountain, keep it filled with fresh water.
- For meetings with clients, staff members and in boardrooms, use a round or an oval table. The complete energy of the oval or round table is conducive to negotiating, sales, problem-solving and conducting productive meetings.
- If you need to be in charge when sitting at this table in boardrooms or in meetings with clients, be sure to sit in the power position opposite the door.

By balancing your office for supportive energy and aligning your personal design tastes with the type of work you do, you have the formula for improved focus, productivity and more success. Creating balance eliminates many of the energy drainers in your workplace and reduces stress.

Ideally, an office should support you, your goals and objectives as well as what you need to accomplish on a given day. A balanced and properly energized office or business leads to a calmer, in-control, more successful you.

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