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Does your office support you? You may have never asked yourself that question, but you should. Your office should motivate you. 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 multi-story com-

mercial building, a cubicle in a medical center, or the corner of a bedroom in your home, your workspace shouldn't hinder you, but allow you to focus on being more productive.

It used to be 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 requirements are often overlooked. These are the ones that 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.

Before you begin, it's imperative that you unclutter your office first. Organize the clutter, store it, or get rid of it. Then you're ready to move on. Following are seven Feng Shui Principles you can apply today to create a balanced office.

1 Enhance the entrance to your office by eliminating any 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.

2 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 clients.

3 Paint office walls colors that compliment the work being done. For example:

- **Medical or dental office** walls should be light shades of blue or green because these are very calming colors. Since patients may be uncomfortable and nervous upon arrival, the best atmosphere for them is a calming one.
- **Sales, marketing, and professional offices** should be a soft terra cotta or earth tone colors, which are conducive to building good relationships with clients. Avoid the hard, stress-oriented atmosphere created by white walls.
- **High-tech electronic multi-tasking offices** can be balanced with soft green on the walls and wood furniture. Avoid white here as well.
- **Deadline-oriented offices** such as press rooms, delivery organizations, and media productions need to keep things calm. They should use cool blue hues in their décor.

- 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 walls will give you that energetic tension needed for focus and productivity.

4 Use art and wall décor to further enhance the purpose of the office—those that encourage focus, productivity, and generate income. 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, so limit them to either a small grouping or a collage in one frame.

5 In the east and southeast area of your office, add plants that reach upward like bamboo to represent income generation. 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.

6 On the north wall, displaying artwork that depicts water adds energy to the office. Be sure the water in the picture has movement to it like a flowing river rather than tumultuous waves crashing on the shore or stagnant water with no movement. A small tabletop water fountain with a gentle bubbling sound also works well. Make sure if you use the fountain to run it every day and keep it filled with fresh water.

7 For meetings with clients, staff members, and in boardrooms, use a round or an oval table. Oval or round tables are conducive to negotiating, sales, problem-solving, and conducting productive meetings. If you need to be "in charge" when sitting at this table, be sure to sit in the power position, which is opposite the door.

By balancing your office 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.

BIOGRAPHY

Pat Heydlauff is president of Energy Design, a company dedicated to eliminating chaos in the workplace and home. More than a Feng Shui expert, Pat is a consultant and speaker who helps clients by removing clutter, and using design principles to enhance organization and productivity. Her forthcoming book, "Feng Shui: So Easy a Child Can Do It," shows how to organize one's life for a better tomorrow. For information on her consulting, speaking, and artwork, visit www.Energy-by-Design.com or call 561.799.3443.