



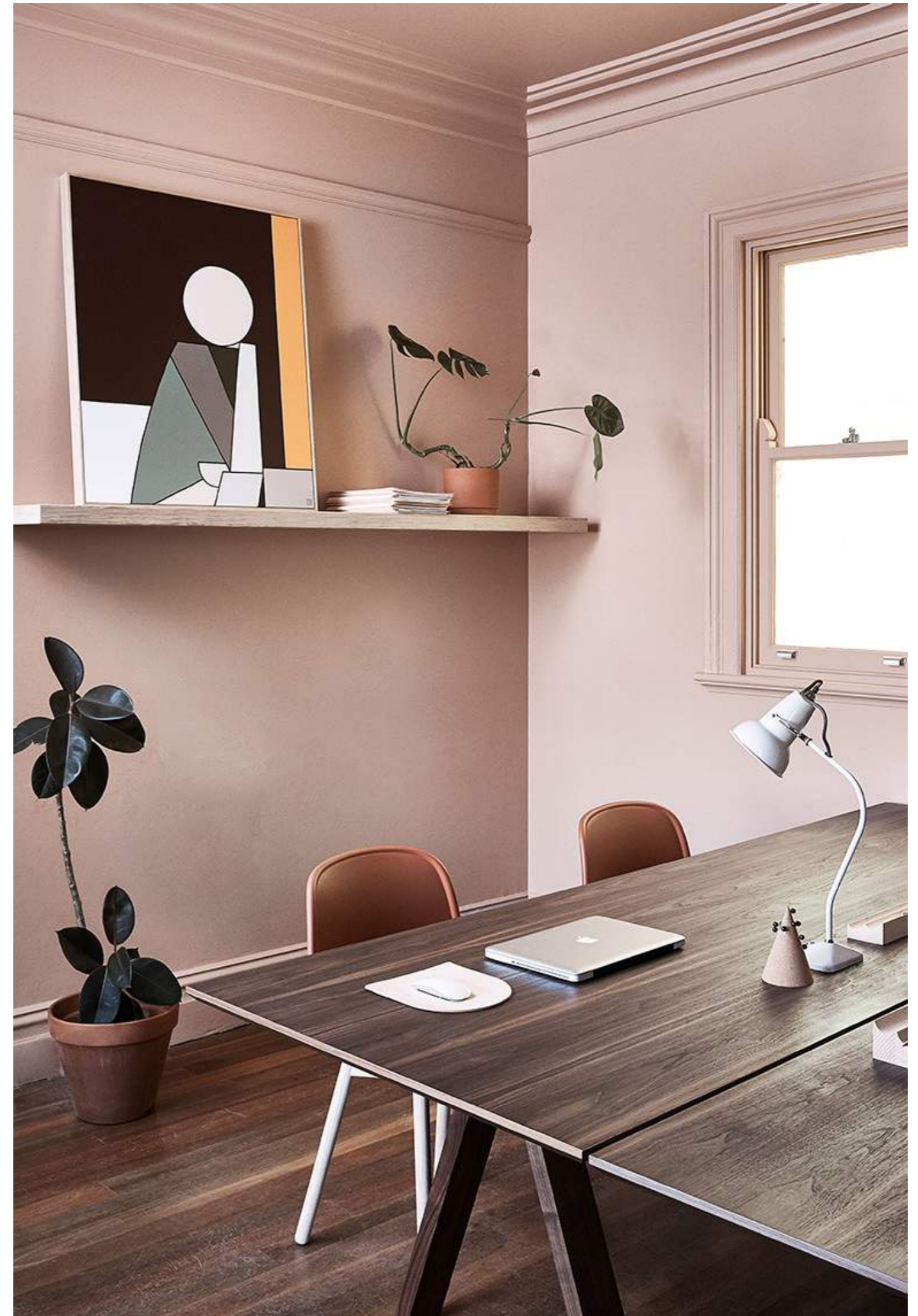
LAYOUT

The layout and flow of a space is key in generating good energy and making you more productive.

Feng Shui experts say the first thing you should do is orient your desk to face the main door in order to welcome opportunities and make you feel secure. The front door should be completely clear of anything in it's way so that it welcomes new clients, new work and more money.

When spacing out work desks, try to leave large spaces in between them to promote a better work flow. Feng shui suggests you do this so that energy can move slowly through the room and is not forced to squeeze quickly down narrow spaces.

Most importantly, ensure you carefully select furniture that is the right scale to your space, which will bring balance.





CLUTTER

You have heard of the phrase ‘clear space, clear mind’ and your workspace is the one room that you use most of your time. First and foremost, clear any clutter to minimise distractions or any negative tension.

You must incorporate stress relievers to improve time management and productivity. Look into cable management and storage solutions to make sure there is a place for everything. A cluttered workspace will drain your energy whilst a spotless one welcomes a clean mind ready to take on tasks.

Don’t hold on to unnecessary paper and ask yourself, do I really need this? Scan it, photograph it and file it online. Less paper is less mess and your future self will thank you for it. Feng shui experts suggest that you treat files with respect as they represent your past, present, and future business.

DESK

This is the first place where you should apply the decluttering principles, clear your desktop and organise all files and tools. Clutter can block your creativity, so at least half of your desk surface should be empty at all times. Not only will this help your organisation, but it will make you more approachable to coworkers.

When sitting at your desk, it is essential to have good back support in your chair. Lack of support creates unneeded stress on your back and leads to feeling irritable, which makes meetings unbearable and your work days unproductive.

And lastly, look at creating a space which encourages mobility throughout your day. Having a separate break out, a stand up desk or a different meeting table will help you get up, move more and don't stay in the one spot all day





LIGHTING

Lighting has the ability to nourish or drain your energy levels. It is very important to pay attention to the lighting conditions you are in for majority of your day and consider how it is impacting you.

In order to be productive in the office, the lighting should be neither too dark or too bright.

Natural light is the best condition to work in and can also be accompanied by a table lamp to introduce warmth and relaxing energy.

It is not a good idea to use bright artificial blue lighting in a workspace, as this can make you feel irritable and impulsive. Also consider where you are seated, so you are not exposed to glare.

Consider the lighting if you are working from home during the evening, it is best to stick to warm light as otherwise your sleep pattern will be disrupted.

PLANTS

It is not surprising research has found that adding natural elements such as sunlight, green plants, and physical movement into the workplace boosts health, happiness, and overall productivity.

Plants have the ability to buffer noise in an office and section areas off, increasing the amount of privacy felt in open floor plans. Not to mention they are scientifically proven to increase the air quality as well. There's not much they can't do.

A few plants we've trialled and tested for your workspace are the Calathea Marion, Monstera and Strelitzia varieties. Be sure not to over water them, only water once every so often when the soil feels dry and do not expose them to harsh sunlight.

