

5 Good Characteristics of Productivity

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Productivity - a magic word in anyone's business vocabulary. When applied positively to the performance of an individual, it can reduce stress, be encouraging and lead to greater success for both the individual and the business.

The obvious outcome for every individual and every business is to improve productivity. But, how do you do that? Perhaps the reverse is also true? If you can reduce stress, be encouraged by self or others and improve your performance will productivity increase?

The answer is a definite "yes." Once you control the stress, get rid of the chaos causing it and control the environment in your personal workspace you become more focused, efficient and productive leading to greater success.

The Productivity Roadmap

Chaos and clutter sabotage success because they collect negative energy which prevents focus, clarity and efficiency all of which block or stand in the way of a balanced work/home-life and harmony instead of anxiety and productivity.

Whether your office is in the corporate suite, a cubicle or the spare bedroom, always begin by removing energy drainers. It is crucial you remove all clutter and anything causing stagnant energy in your workplace that prevents you from being more productive – think of clutter as constipation preventing productivity. That is where stress begins. The more clutter you have to deal with the less efficient and productive you can be which leads to stress and anxiety.

No. 1 - Remove energy drainers to improve focus and reduce stress. 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 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.

Reduce your stress and improve your focus by eliminating energy-draining clutter. If that means 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 - Setting up your workspace 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 at all times someone approaching you. It is difficult to concentrate and stay focused when at any moment you could be startled by a wanted or unwanted 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 - Unclutter the top of your desk to eliminate distractions. Clutter on your desk prevents you from staying focused, 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. Keep them to an absolute minimum. Remember the 80/20 rule – 80% of your desk and your computer screen should always be visible for maximum concentration and productivity.

No. 4 - Get organized. Better concentration and focus lead to self-motivation which is a pre-requisite 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.

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 maximum focus and productivity and eliminating the distractions, you will be able to do just that.

No. 5 - Next, 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 your knowledge area in your office, place trade journals or training manuals there that will help you grow and advance.
- **East** is your wealth, add a healthy upward reaching plant, a picture of trees, flowers bursting with bloom or the color green for growth and income.
- **Southwest** 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 the color terra cotta – this is the perfect area for pictures of you with great clients enjoying a good working relationship.

- **Northwest** for helpful people, place something silver and round, or a picture of the American Tour de France bicycle team or Michael Phelps and the swim team that helped him win his eighth gold medal (people helping each other) or a picture framed in silver of people that have helped you.

If your work space is small like a cubicle 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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