



Does Your Office Reflect the Current You?

Ann Golden Eglé, MCC
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Client Phillip changes something significant in his office at the beginning of each quarter. Client Megan delights in one full day 'clean out' of her office each February.

Both are passionate about continually growing into the person they see themselves being, not in seeing who they were yesterday, last quarter, or last year.

The first few times they made these changes, it took thought and effort. In this 24x7 world of produce, produce, produce, who wants to schedule time to work on your office?

Yet the ensuing rewards were worth their efforts. Each felt more alive, energized and creative daily when entering their office after making the changes.

Others also saw them in this new light as someone to watch and respect, not simply the co-worker of yesterday.

If you are in a position of power and have a cluttered office with materials gathering dust; if you have a 'heavy' sensation when entering your office; or if you just want to spice things up it's time to make a change.

Below my **Top '7' Tips** to have an office that immediately reflects who you are today and where you are headed tomorrow.

Entrance: Walk into your office or cubical as if it were your first time. What does this first impression say about the person who works here? What do you want it to say? If you want to strengthen it, place a bold plant, bookcase, or piece of art that one immediately sees. To soften it, paint a subdued yet rich color, place a water feature or set of smaller plants.

Desk: What do you initially see when looking at your desk from the visitor's view (your initial view) in the morning? How does this desk reflect who you are? More open space on a desk reflects a more open, organized, dynamic mind.

Clutter: Look around. Are there stacks of magazines to read, materials to file? The easiest way to remove clutter is to take *everything* out of your office. Then decide what you want to bring back in. Decisions are much easier from the outside in.

Essence: Often overlooked by the resident (but immediately felt by the visitor) is the essence or energy of an office. Does yours feel rushed, chaotic, stressed or peaceful, solid, trustworthy? Ask for feedback from trusted associates. Choose the essence; don't let it choose you.

Music: Music is a strong way to enhance your office essence. Soft background music puts your mind at ease. Motivational music from artists or movies that inspire you will energize you. Sounds of flutes, piano, the ocean will keep creativity flowing.

Plants: We bring lovely plants into our offices and then neglect them. The key is to nurture your plant. A dying plant reflects lack of care and attention. Add vibrancy with a healthy plant, remove others.

Walls: Take everything off of your wall and reorganize it at least once each year. We often move into a great new office with our professional plaques. As time goes on, we sporadically add special photos and more plaques. The result is intriguing, but messy.

Cubical: If you have a cubical don't give up on a professional image. Each photo or motivational quote you have taped to the walls can be placed in frames. Stacks of to-do's can be stashed away in organized filing systems.

Your office is a strong reflection of who you are, not only to others but to yourself each time you enter. You owe it to yourself to look at who you want to be tomorrow and have your office reflect this in a powerful manner.

February is a specially empowering time to reorganize your office. The holidays are behind you and a productive year awaits you.

Let me know how it goes. I love before and after photos!

Read all of Ann's Writing and Wisdom at: <http://gvasuccess.com/writing-and-wisdom.htm>

*Executive & Leadership Coach Ann Golden Eglé, MCC, has steered highly successful individuals to greater levels of success since 1998. Ann is President of Golden Visions & Associates, LLC, serves on the Board of the City Club of Central Oregon and can be reached at 541-385-8887 or www.GVAsuccess.com. *Subscribe* to Ann's internationally acclaimed 'Success Thoughts' e-zine on her website.*



Golden Visions & Associates, LLC
Coaching for Success
PO Box 1696, Bend, Oregon 97709
541.385.8887 1.888.831.8883
info@GVAsuccess.com

GVAsuccess.com