



# WorkSpace Alchemy

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**2** Walk clockwise around your office and remove anything that does not belong in this room

**3** Always have your agenda set-up

**4** Schedule a 20 minute clean-up at the end of everyday

**5** Do you have a waste basket? If so, clear what's in it every couple of days

**6** Set your timer for 20-30 minutes and go through any books & publications you no longer need

**7** Write a Letter of Intention for your business in 2021 - you can even write it for only the 1st quarter

**8** Sweep, mop or vacuum weekly

**9** Part 1: go through your files - what can you let go off?

**10** Sage your office

**11** Dust: where the wall and ceiling meet, the corners of the wall, the top of wall art, mirrors & baseboards

**12** Digital: 20 minutes remove file's on your computer that you no longer need

**31**  
Have a special mug just for your office  
*Congratulations*  
on creating your zone of genius!

**13** Part 2: colour code your file system - creates quicker access and tidy up (eg. Finances green and Marketing red)

**14** Your chair: proper seating is good for your back and how productive you are - ensure you love it!

**15** Back-up your hard drive

**16** Is your desk placed in a command position?

**17** Buy your favourite flowers and put them on your desk

**Day 1**  
Welcome to 31 Days to  
*Design Your Zone of Genius*  
Open your windows for at least 8 minutes

**18** Take a look at your pencil, pen, and marker collection - is like with like and do you need to pare down?

**19** Organize sentimental items - use a container to put them all together in one place

**20** Mangle all your cords, have them tidy

**21** Desk drawers: take everything out, clean drawer, organize, de-clutter and then put it all back in

**22** Clean up your desk or work surface - less is best, place only what is needed there

**23** Gather all loose paper, go through each for what you need and toss the rest - then put in sections and store in your file system

**24** Get a crystal (eg. Pyrite promotes wealth, ideas, and opportunities; teaches us how to make money and build a business)

**25** Have a clear bin for all your adapters and filming/videoing devices

**26** Digital: 20 minutes weekly to delete subscriptions that no longer resonates

**27** Take pictures of your office and view from another perspective - see if anything needs to be changed

**28** Clean your plants or think about getting a plant - it can help with productivity

**29** Clean your windows

**30** Do you have these 3 Zones: Work Center, Reference Centre, Supply Centre?