

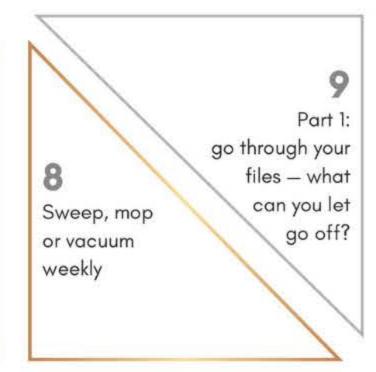
WorkSpace Alchemy

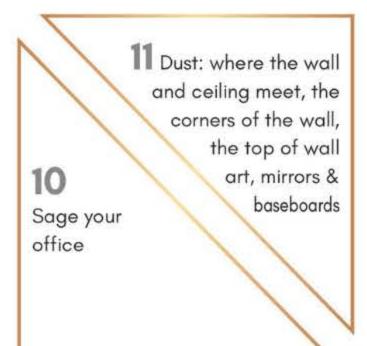
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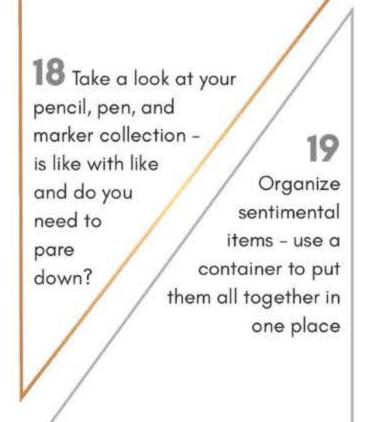












20 Mange	a all
your cords,	/ 21
have them	Desk
tidy	drawers: take
	everything out,
//	clean drawer,
/ or	ganize, de-clutter and
	then put it all back in

23 Gather all loose paper, go through each for 24 22 what you need and toss the rest -Get a Clean up then put in sections and store crystal your desk or (eg. Pyrite in your file system promotes work surface wealth, ideas, and less is best, place opportunities; only what is needed teaches us how to make money and build a there business 26 Digital: 20 minutes
weekly to delete
subscriptions
that no longer
resonates
clear bin for all
your adapters and
filming/videoing
devices

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?