



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?