



## Power Offices

### Re-energize your professional world

Tracey is a successful business owner with an elegant suite of office spaces located in a historic home. She has taken much care to make sure her clients and staff have everything they need and is often complimented on the tasteful environment. Why is it then that every time she walks into her *own* office, she feel uneasy and often chooses other places within the suite to work? Why would she feel unsettled and unproductive as soon as she enters her office?

*Have you ever walked into your own work space and felt the energy drain out of you?*

We have all experienced the subtle energy within our physical environments. We might grow tense when we walk into a room where difficult conversations have just taken place or relax when we slide into a comfortable chair in a friend's home. We tend to notice the small details in every restaurant and store we enter - does it make us feel good to be there? What do we know about a place of business just by walking in the door? That same concept is true when you enter your office. Whether you realize it or not, your office is making a statement. Is it saying what you want it to?

A power office is one that reflects your best talents as well as your vision for your career. It energizes you the moment you enter. It makes you feel creative, productive and proud. It works for you. And that translates into a stronger and more confident tone in your voice, and an increase in your ability to focus. It also portrays a positive image to everyone that enters your professional space.

*Bottom line, when you walk into your office each day you should immediately feel re-energized, creative and ready to take on the world.*

Subconsciously people get to know you and what you want to become by the furnishings, layout and style of your office space. Many people have decorated their offices with things important to them, such as photos of their children or vacations and awards. But rarely do their offices make a statement about where they are going with their careers. Organizing or designing their work places is at most an after-thought. Considering how much time you likely spend there, doesn't it make sense to create a powerful space?

Tracey, for example, worked with a consultant trained as a \*Life Architect™ to discover why she rarely felt comfortable or happy in her office space. First they discussed her vision for her business, which included a heavy dose of attracting new clients. They also identified that at her best, Tracey felt both grounded and focused. Now looking at her office, Tracey described it as "dark and depressing." Digging a little deeper, three main issues were identified in her environment.

The first issue centered on the large bookcase against the wall, which had been dragged along from a prior business venture that had ended badly. Every time she looked at the bookcase, she was on some level reminded of negative business experiences. The second issue was paint color. Although a lovely shade of light blue,

the cool color did not reinforce how Tracey wanted to feel in that room. She would respond better to more earthy tones, and in richer hues that would help her feel grounded and strong. The final “block” in the room had to do with the location of her computer that she used to manage the business’ finances. The computer was in a dark corner on a makeshift and unsteady table. Tracey had an “ah-ha” moment when she connected that she had ignored where money was managed!

Following are some ways to amp up your own work space:

### Elements of a Power Office:

#### **Focus:**

Having a vision for your work - whether it includes a promotion or moving to part-time - is the essential foundation for creating your work space. Spend time drawing, writing or mapping out what you want your professional life to look like in two to five years. Identify some of the core themes to your vision such as more freedom, increasing money or managing people. This exercise shifts your intentions to your future achievements, rather than your experiences in the past.

#### **Cues:**

Once you’ve crafted a vision, you have the most important ingredient for designing your work space. What symbolizes your future path? Maybe it’s a photo of someone you admire and respect, or a piece of art that suggests a positive upward spiral. *Everything* in your office should remind you of your strengths and your current path. Icons of past successes are great too, as long as they truly reflect your best qualities.

#### **Color:**

The color of your work space is one of the most important considerations. You may or may not have the ability to paint your space, but there are always ways to introduce certain colors. First, ask yourself how you act when you are at your very best. Then explore what color(s) you associate with that feeling.

If you want to be energized and creative, it might be a deep yellow. Earthy colors will make most people feel grounded, while bright clear colors lift people’s energy. Restaurants have employed this for years - think about the bright colors of fast food places where the goal is to move people through quickly, versus a coffee shop with warm cozy colors where they want customers to linger and buy one more latte.

#### **Order:**

Where there is chaos, there is a lack of inertia and focus. Every time you look at that pile of filing or stack of boxes, how do you feel physically? Where there is clutter in your office, chances are good that represents a symbolic clue to where you may be stuck in your career. Clearing up and freeing your space will invite in new opportunities. People who are frustrated by their current work situation tend to have overly cluttered offices or neglected office space.

## Flow:

Furniture placement can influence how we communicate, how productive we are and the first impression we give to new clients. You may have heard of the “power position” for a desk - with your back to a wall and facing the door. This is fine if it works for you, but compare the layout to your vision for your career. Would looking out a window inspire or calm you? Round tables invite people in and promote conversation, while rectangular tables can signal hierarchy by forcing a head of the table position or the more subtly aggressive face-to-face position.

## Attracting Abundance:

Whether in a sales role, executive position or administration, most of us want to attract more money. Money is the currency of freedom to live our lives to their fullest capacity. And more money for the company can translate into growth and opportunities. Where in your work space do you focus on finances or money? Is that space well-lit and organized? Is there any symbol or icon that represents abundance to you, such as a piece of silk fabric or a leather wallet? Could there be a way to sit down and *enjoy* processing the bills or filling out an expense report? Clear jewel tones, especially purple, are often associated with wealth. While adding a purple candle next to your pending sales folders may seem unimportant or silly, the bottom line is how you feel in that space and time. The energy you project is the energy that will return to you.

*\*A licensed Life Architect™ is trained to guide you through defining your vision and assessing your space for alignment with that vision. They are educated in using color theory, design psychology, Feng Shui and other environmental practices to achieve results.*

**For more information on Power Offices or to schedule a complimentary initial consultation with a licensed Life Architect™ please contact Jillian at:**

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