

Productive to the Max

Productivity

Performance

Profitability

Develop a Productive Workspace

MaxTips! August 2008

I recently worked with a client who was having trouble concentrating on her work. There was something amiss and despite all the organizing and setting up of files and systems plus productivity coaching, we could not figure out what was still missing. It turned out to be a simple change in desk arrangement that allowed the space to open up thus providing more air and comfort for the individual.

You spend many hours at work so it is essential to have a workspace that is appropriate to your job description. Have you taken a good look at your workspace lately? Is it the best arrangement for maximum performance?

Here are some suggestions for an effective workspace

1. ***Zone your office so that you know where you can work, use your equipment, stand and research, walk or talk.***
2. ***The best type of desk is an "L" or "U" shaped.***
3. ***Create zones for your desk-the computer area, phone and supplies and store all of this in one section of your desk. Leave the other area open to work.***
4. ***Get rid of space wasters; obsolete equipment, desk accessories you don't use, anything broken, souvenirs, knick knacks and the coffee cups that have been there for several years.***
5. ***It's great to have some homey touches but maintain only a minimal amount.***
6. ***To avoid interruptions, do not have your desk facing the door. Remove any unnecessary chairs.***
7. ***Ensure that you have enough drawers for storage. Do not have your desktop looking like a stationery store.***
8. ***A comfortable chair, small lamp and a clock are essential.***
9. ***Calming elements like a candle, flowers or stress toy can help with mental health.***
10. ***If you have a bulletin board, keep it up to date and neat and tidy.***
11. ***Replace all the post-its or lists on your walls with a binder or book that contains the relevant information. Keep it close at hand.***

It makes a huge difference when you work in an organized environment. Try it! You might like it!