

# Feng Shui tips for your business

## De-clutter

Remove all clutter within the office. This includes piles of unorganised documents and rubbish. You will be guaranteed to feel refreshed in order to approach your work with a clear mind.

## Get organised

Put a filing system in place. Know where all your documents are, both hard and soft copies. Being organised reflects well on your business as well as saves you precious time.



## Fresh air

To keep yourself alert and feeling 100%, keep a constant flow of fresh air throughout your office. Open doors and windows when you can. This will enliven your mind and assist with a general sense of wellbeing.

## Plant life

Ensure all plants and flowers are kept fresh and alive. Always remove dead or sick plants from an office. Fresh and abundant plant life will bring in good energy as well as providing lots of oxygen.

## Lighting

Ensure that your office is well lit, with as much natural light as possible. Opt for focus lighting on your desk like a lamp, to reduce eye strain.

## Facing direction

Place your desk chair in a 'Power Position'. This entails having a solid wall [or bookshelf] behind you, with your desk between you and the door. This allows you to see all who enter and leave. It will allow the flow of energy to move directly to you and your desk.

## Website

Ensure your website is up-to-date, concise and attractive. Avoid clutter and too much jargon on each of the pages, especially the Home Page. A good website augurs for good energy to come to your business and has the largest potential for bringing in opportunities. It is the 'front garden' of your business.



## Advertising material

Can people find you? Do they know what you do? Is your advertising material well laid out and a representation of your professionalism? Attracting good energy and prosperity to your business is relatively simple through well laid out and well written advertising material.

## Repair

Repair any damaged or broken furniture and electrical items in your office. Ensure everything is in good working order as this represents your ability to work effectively also.



l o t u s t e m p l e