

De-clutter De-stress: Make your workstation work for you

With many of us working in excess of 40 hours a week (quite often in a small workstation), walking up to your desks and finding that it zaps your energy is a serious issue. A survey has shown that 46% of women and 38% of men said that clutter makes them feel anxious, guilty and even depressed.

So how can you make your workspace work for you? What can you do to ensure that your space gives you more energy to improve your mood and productivity? Here are some simple steps to get you on your way.

Clear the clutter

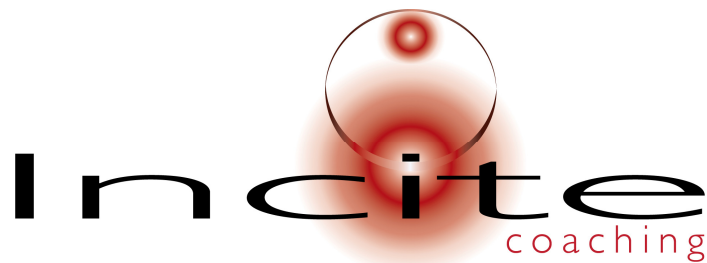
If you are one of those people with piles of paper on your desk, bits of half eaten food stuck in between your keyboard keys and stains on the desk, which you aren't even sure are yours. It's time to clean! Even if your desk isn't quite this bad, cleaning your desk is not only good for your health (it has been found that more germs have been found on a desk than on a toilet); it is also good for your energy and productivity levels. Put aside time at to throw out anything you don't need, file away your papers enquire if your business has an archiving policy, some of the paperwork may be able to be archived in a central location. If you are struggling to clean out, enlist the help of a friend or colleague to help you out. You'll come in feeling much better the following week. Spend 15 minutes each week keeping on top of this and you'll feel "lighter".

Take regular breaks

Sitting for long periods of time, particularly if you don't have a chair or desk that has been ergonomically designed for you and your most common job duties, can put additional stress on your body and muscles. Take regular breaks, stand whilst on the phone and give yourself postural changes. If your company does offer ergonomic assessments with the HR or OH&S team, request one to ensure that you have the best equipment and furniture that your company can provide. Remember to give your eyes a break too. Staring at a computer screen for long periods of time, reduces the number of times you blink per minute, resulting in dry eyes, and increases fatigue and eye strain. Look away from your computer for 5 minutes every hour. Look out the window, at a far wall or get up and grab a glass of water.

Add life

Bring in a plant, photos of loved ones or use a favourite picture as a screen saver. Inject a bit of life into your workstation, without becoming tacky. A study by Washington State University found that productivity rose and blood pressure lowered when people performed computer tasks with plants in the room.



See the light

Having natural light has been found to make you feel less confined in doors and also reduce eye strain and fatigue as a result of excessive reading by fluorescent light. If you can't open a blind or move closer to the window, take some work outside. This will also contribute towards your daily requirement of Vitamin D and provide you some much needed fresh air.

For further information on how Incite Coaching can help you gain work life balance and reduce your occupational stress, visit our website www.incitecoaching.com.au, call us on 02 9560 4407 or email us at info@incitecoaching.com.au

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