

Evolutionary Leader Program

Conducting an Environmental Optimization Check

Reflect on Past Insights:

- ☐ Review insights from your previous exercises, including the Time Audit, Distraction Analysis, and Energy Peaks Identification. Consider how these insights inform your understanding of your current workspace's effectiveness.
- ☐ Think about times when your workspace either supported or hindered your productivity. What patterns or themes emerged from these reflections?

Assess Workspace Ergonomics:

- ☐ Evaluate your workspace for ergonomic factors. Consider the comfort and adjustability of your chair, desk height, and screen placement.
- ☐ Reflect on any physical discomfort experienced during work, such as back pain or eye strain, and note potential ergonomic issues.

Evaluate Lighting Conditions:

- ☐ Assess the lighting quality in your workspace. Identify whether you have access to natural light and whether artificial lighting is sufficient and well-positioned.
- ☐ Consider how lighting affects your mood and energy levels. Note any areas where lighting could be impacting your work negatively.

Analyze Organization and Clutter:

- ☐ Examine the organization of your workspace. Identify areas of clutter that might disrupt focus or increase stress.
- ☐ Consider how the current organization affects your workflow and note any areas where clutter significantly impacts your productivity.

Consider Biophilic Elements:

- ☐ Reflect on the presence of natural elements like plants in your workspace and their effect on your cognitive function and stress levels.

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☐ Note areas where incorporating natural elements could potentially improve the environment.

Document Findings:

Record your observations and insights for each aspect of your workspace. Focus on identifying specific areas that require change or improvement.

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