

Evolutionary Leader Program

Implementing Workspace Improvements

Review Assessment Findings:

- ☐ Revisit your observations recorded in Exercise 9.1. Focus on areas identified for improvement, such as ergonomics, lighting, organization, and natural elements.
- ☐ Recall how previous exercises like the Time Audit, Distraction Analysis, and Energy Peaks Identification have informed your workspace needs.

Minimize Distractions:

- ☐ Identify and remove sources of distraction in your workspace. This might include excess clutter, disruptive noise, or visual interruptions.
- ☐ Consider implementing noise-cancellation solutions or creating designated focus zones to reduce auditory and visual distractions.

Enhance Ergonomics:

- ☐ Adjust your workspace setup to improve comfort and reduce physical strain. Consider investing in ergonomic furniture, such as an adjustable chair or desk.
- ☐ Align your monitor at eye level and ensure your keyboard and mouse are positioned to support a neutral wrist posture.

Optimize Lighting:

- ☐ Adjust lighting to support your focus and energy levels. Incorporate natural light where possible and use task lighting to illuminate work areas without causing glare.
- ☐ Experiment with different types of bulbs to find lighting that enhances your mood and 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.

Organize and Declutter:

- ☐ Reorganize your workspace to minimize clutter and improve workflow. Designate specific areas for different tasks and ensure that frequently used tools are within easy reach.
- ☐ Implement storage solutions to keep your workspace tidy and efficient.

Incorporate Natural Elements:

- ☐ Add plants or other biophilic elements to your workspace to improve air quality and create a calming atmosphere.
- ☐ Consider how these elements can positively impact your cognitive function and stress levels.

Reinforce Boundaries:

- ☐ Reflect on the boundaries you established in previous exercises. Ensure your workspace setup supports these boundaries by clearly defining your work area and signaling when you are unavailable for interruptions.

Reflect and Adjust:

After implementing changes, take time to observe their impact on your focus and productivity. Note any further adjustments needed to optimize your workspace.
