



*The Ultimate*

# FENG SHUI OFFICE CHECKLIST

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# THE ULTIMATE FENG SHUI OFFICE CHECKLIST

**Elevate your productivity and creativity in the workplace by harnessing the power of Feng Shui.**

This comprehensive checklist will guide you through each essential aspect of creating a Feng Shui-inspired office, promoting positive energy flow, optimizing your workspace for peak performance, and nurturing your professional growth and success.

## Desk Placement

- Position your desk in the "command position" facing the door, but not directly in line with it.
- Position your desk so that you have a solid wall behind you for support and stability.
- Position your desk to maximize natural light while minimizing glare on screens.
- Avoid placing your desk in direct line with windows to prevent energy disturbances.

## Ergonomic Furniture

- Invest in ergonomic office furniture to support good posture and physical well-being.
- Choose a comfortable and supportive chair that allows for proper alignment and movement.
- Adjust your desk height to ensure your arms are parallel to the ground while typing.

## Space for Movement & Flow

- Create an open and spacious layout that allows for easy movement and energy flow.
- Arrange furniture to facilitate circulation and avoid blocking pathways.
- Incorporate areas for stretching or short breaks to recharge and throughout the day.

## Clear Clutter

- Declutter your workspace regularly to maintain a clear and focused mind.
- Keep your desk surface clean and organized, only displaying essential items.
- Utilize storage solutions such as shelves, filing cabinets, or organizers to minimize clutter.

## Lighting

- Ensure your office is well-lit with a combination of natural and artificial lighting.
- Use adjustable lighting options to control brightness and create a comfortable atmosphere.
- Add a lamp to represent fire energy

## Technology Placement

- Organize cords and cables to minimize visual clutter and potential tripping hazards.
- Position electronic devices such as computers and printers to optimize workflow and accessibility.
- Keep screens clean and free of fingerprints to maintain clarity and focus.

## Organization Systems

- Implement efficient organization systems for documents, files, and supplies.
- Label storage containers and folders to locate what you're looking for with ease, reducing stress.
- Establish a daily routine for tidying up and maintaining order in your workspace.
- Create distinct zones for each type of activity or item, using organizational tools.

## Feng Shui Colors

- Choose colors that promote focus, productivity, and creativity, such as blues and greens
- Incorporate shades of blue for calmness and clarity, green for growth and balance, and yellow for positivity and energy.
- Consider incorporating red elements, embodying the fire element and inspiring action & attracting good fortune
- Avoid overly stimulating and chaotic patterns that can disrupt concentration.

## Balanced Elements

- Incorporate all five Feng Shui elements (wood, fire, earth, metal, water) in your office decor.
- Use natural materials like wood and stone to ground the space and promote stability.
- Incorporate plants or fresh flowers to promote vitality and a sense of well-being.
- Introduce elements of fire with warm colors or lighting to stimulate creativity and passion.

## Find & Activate Your Wealth Corner

- Identify the wealth corner of your home office - the far left area of the room while standing at the door of the room facing in
- Activate wealth corner by adding a plant or incorporating a water element, such as a small fountain

## Personalized Touches

- Surround your workspace with meaningful and inspiring items that motivate you.
- Display artwork, photographs, or mementos that reflect your professional goals and aspirations.
- Add soft fabrics or rugs to invite yin energy
- Choose vibrant, but meaningful, artwork to bring yang energy

*Print and follow this checklist to transform your office into a haven of productivity and inspiration!*

*For more feng shui tips, visit  
[www.holistichome.love](http://www.holistichome.love)*

