

Wellness At Work - Simple Habits For A Happy Workplace

January 2016 - Declutter to Create Calm from Chaos

Have you ever heard the maxim 'as above, so below,' or 'as within, so without'? Well if not, it generally means that the world outside is a reflection of, and therefore synonymous with what's going on inside you (or vice versa). How is this relevant to decluttering, you might well ask...

The theory goes that if you declutter and then systematically organise your external environment (your workspace, or home), you create a corresponding experience of order (and thus calm) on the inside. The amount of energy that is freed up when you know exactly where everything is, and it is all organised in a precise and ordered manner, creates space, freedom and an empowering experience, as opposed to a stressful one.



Start with your desk / workplace: What feeling or emotion do you feel when you walk into work and sit down at your desk? Clean desk policies, and ordered / itemised filing systems tell you a lot about a person, as well as a business. Making sure everything on your desk, and everything in your office is 'in its place' will go a long way to creating calm from chaos.



Move to your computer / files: How much old content do you have saved on your desktop or in your active file directory? Archive everything you no longer need. Do you have a personal and organisational structure and file naming protocol in place that everyone understands and follows? If not, consider formulating and implementing one. You will save time and be much more relaxed when trying to find a file in a time sensitive situation.



Declutter your inbox: Inboxes can grow to epic proportions, and it is easy for them to get out of control and inspire overwhelm. Introduce a system, and implement rules for how you save, file and respond to emails. If in doubt, delete.



Aim for enjoyment: Ultimately, your experience at work should be a positive one. If your desk, your workplace, your computer desktop and filing system/s (both virtual and real) and your inbox don't inspire ease and grace, then chances are you will experience a baseline level of workplace stress that is easy to overcome. Put in the effort to declutter and get organised, the rewards will be worth it :)



Recommended resource: If you want to learn from the experts and discover how to create some serious zen level bliss from decluttering and organising the spaces you inhabit, we highly recommend [The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing](#)

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