

About Feng Shui and Office Organization

- Improving efficiency by respecting your work space and yourself

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Using feng shui principles in planning your office organization and ergonomic equipment choices can improve your office efficiency. Eliminating clutter, managing paperwork and files respectfully, and ensuring your staff is given the proper tools and appropriately placed equipment for smooth functioning of the business, saves time, money, and improves the look and feel of a business or a home office.

The growing respect for the principles of feng shui is now impacting businesses everywhere. The reason is that, at its core, a feng shui office design, which is based on the ancient Chinese philosophy of creating harmonious environments, helps free up the power of smooth, efficient working organization into an environment. We here at Ergo in Demand are ready to help you choose the products that can assist you in reaching your goals.

See what's available for a harmonious workplace:



Monitor
Arms



Anti-Glare
Filters



Adjustable Height
Workstation



Binder
Carousel



Pocket
Display



Telephone Arm

Feng Shui Office Suggestions. The essence of Feng Shui is to use the natural positive energy, or Chi, present in any environment to enhance the surroundings. Serenity, prosperity, and wealth are among the claims of those who've incorporated it into their lives. Attention to the practice has been known to improve office efficiency. In recent years, businesses have begun incorporating many of its tenets into their business practice, from retailers to medium-sized firms and even Donald Trump practices it.

The system applies principles of ergonomics, ecology, and psychology. Here are some basic feng shui tips that clearly demonstrate its easy and practical application:

Clear the clutter. Throw out, or organize and file away your papers and files. If you don't need it, don't keep it. Your desk surface should be open and free of unnecessary items so you have plenty of room to work without distractions. Natural wood products such as our [wooden desk organizers](#) make it easy to stay organized and clutter-free. Using [flexible monitor mounting arms](#), [phone arms](#) and [keyboard trays](#) will clear important desk equipment off the desk surface and within easy access to open your work area up even more. Remove items that are holding "bad memories."

Well-managed files. Maintaining [well-organized files](#) and [storage cabinets](#) demonstrates respect for your business records. These records represent in a very real sense your past, present, and future business. How you treat them matters.

Good quality, supportive furniture and decor. Proper [office furniture](#) and equipment allows you to work in ergonomic comfort and also gives you a strong sense of stability and safety (See [ergonomics](#) for more information). Keeping your desk and work area clear also allows you to incorporate small touches of pleasant decor and the presence of at least one personal item in your work area. Make your office entry inviting. Beautiful items, the type that catches the eye, is said to attract chi.

Arrange your office desk so you face the doorway. This is a position of "command." Symbolically, business enters through the door, so it is not appropriate to turn your back on it. Also, having your back towards the door lends a sense of vulnerability to your work space since you are unable to see who or when someone is approaching. Sitting with your back toward a wall or corner is supposed to offer you energetic support in your feng shui office. In situations when moving your desk is not possible (as is frequently the case with office cubicle furniture), place a small mirror on your monitor in front of you which allows you to have visibility to what is approaching from behind.



Plants. Place a leafy green plant in a red pot on the top left hand corner of your desk and keep it well-tended and healthy. It brings beauty and the energy of life into your work area. Bamboo, jade, or a money tree are considered particularly appropriate

Non-glare, comfortable lighting. In office situations where there are overhead, fluorescent lights, it's often possible to have one or more of the fluorescent bulbs removed to decrease the lighting intensity. Adding a [task lamp](#) then provides the right amount of lighting to your work area. Another good solution is to use an [anti-glare filter](#) on your computer monitor. Most glare filters can cut glare and reflection 99% while also shielding ELF/VLF electrical radiation and blocking UV rays.

Hide your cables and cords. They're unsightly, and they're also unsafe because people can trip. Their presence represents and creates a sense of chaos. Secure them neatly behind furniture or bind and attach to the underside of desks, for example, and free up the flow of chi.

Take care of maintenance issues. Anything broken, stuck, or not working should be fixed, or if no longer needed, discarded. Since water represents cash flow and wealth, taking care of plumbing issues is important.

Before and after photos. The first practice of feng-shui is to clear your clutter, and these photos demonstrate significant differences.



Though the desk has been cleared of clutter and organized much better, the occupant could gain significantly more work space with the introduction of ergonomic tools such as a [monitor arm mount](#), and a [phone organizer](#)

stand. If need calls for, there is also the opportunity for under the desk storage cabinets.

- Messiness stagnates energy and the "after photo" shows the area now opened up.
- The calendar is now current so you can "keep on moving and being prosperous."
- Sitting with your back to the door places you in a vulnerable position, because you can't see who or when someone is approaching. This desk can't be moved so a mirror's been placed on the monitor to see who's approaching.
- A couple small plants have been added.
- Cables and electrical cords have been hidden as much as possible.
- Photos of the spouse and family were placed by the monitor since the monitor was unable to be moved out of the traditional "love and marriage" area of the cubicle according to Feng Shui design features. Additional photos of the children were added in the "creative" section of the cubicle.
- A photo that was hanging in the wealth and prosperity corner of the cubicle depicted a scene with stagnant water and has been replaced by a picture depicting moving water.

(Photo and information courtesy of Cincinnati.com, March 31, 2004)



Chinese symbol for the harmonious

Reference Books:

There are numerous books that you can refer to in order to learn more about how to incorporate this practice to create your feng shui office in your business, home office, or, even in the layout and decorating of your house. We've listed a few books below for your convenience:

Office Feng Shui: Creating Harmony in Your Work Space, by Darrin Zeer, Frank Montagna (Chronicle Books: 2004)

Feng Shui for Business, by Evelyn Lip (Heian Intl Pub Co.: 1990)

Feng Shui *at Work*, by Kirsten Lagatree (Villard; 1998)

Feng Shui Principles for Building and Remodeling: Creating a Space that Meets Your Needs and Promotes Well-Being, by Nancilee Wydra, Lenore Weiss Baigelman (McGraw-Hill/Contemporary Books:2002)