



April, 2016 *Volume 7, Issue 4*

Number 71

Click for section: [Features](#) [Offers](#) [Resource](#) [Tip](#) [Where](#) [About](#)

a MESSAGE from SYLVIA

Does Your Work Environment Support You?

Throughout my long career I've worked in a wide variety of physical settings. These included classrooms, cubicles, large open spaces, attics, shared offices, car lots, hallways, private offices, and most recently an upstairs bedroom. There were pluses and minuses associated with each. One thing I learned early on was that I, personally, could enhance any environment without having to invest too much time, energy, money, or effort. I could take charge. Believe me, that knowledge yielded a certain amount of freedom.

Spring, a season associated with serious cleaning, renewal, and growth, is an ideal time to assess your work space in regards to its ability to facilitate job efficiency, performance, satisfaction, and peace of mind. While no place can ever be perfect, it can be improved. **You** can take some sort of action that makes a difference. It may be small. Don't minimize this. A tiny change can do wonders! My feature article below promises to get your wheels turning.



[back to Ezine top](#)

FEATURE ARTICLE

How Does Your Environment Make You FEEL?

The way you FEEL in your work environment matters more than you may realize. When your physical surroundings are designed to uphold, energize, steady, and calm you, you're positioned to be communicative, focused, productive, creative, and healthy. The "right" environment doesn't guarantee certain attitudes, behaviors, and performance, but foundationally it sets you up for the success you desire and deserve. Consider the following eight characteristics inherent in all workplace "stage sets": How do you FEEL about each one where you are employed?

- **Noise level:** Does it allow for deep thinking, report writing, and telephone talking? Are you able to facilitate team and committee meetings without undue distraction? To what extent are folks chatting and laughing? How often do bells, beeps, buzzers, and general announcements sound? What kind of music is piped through the public address system?
- **Temperature:** Are you usually too hot or too cold? Are windows open when it snows? Is the wind blowing across your back? Does anyone care how a steady 60 degrees in the winter or broken air conditioning in the summer affects people sitting at desks all day?
- **Physical appearance:** When you enter your work space, do you regard it as reasonably attractive? Is the color scheme pleasing to the eye? Does the furniture fit the room? Do hanging or potted plants add to the décor? Are family photos displayed on your bulletin board? What about paintings on the walls? Have the waste baskets been emptied? Have the floors been swept?
- **Size:** Are too many people and pieces of equipment jammed into a small space? Do you have adequate privacy for confidential conversations? Does the square footage allow you to conduct business as it needs to be done? Are conference rooms available? Is there social space to relax and unwind?
- **Seating:** Here's the key question: Does it help you do your best work? Would you do better work if you had your own office or pulled a chair up to a counter with four other people? Are the chairs comfortable?
- **Odors:** Does your environment smell fresh when you walk into it? Or does it smell stale, like it hasn't been cleaned in a while? Does it reek of antiseptic or cologne? What about cigarette smoke that leaks in the back door?
- **Volume of bodies:** If customers or clients come to your offices, do they sit in a specially designated waiting room or hover around your work area? If you offer training courses or presentations, can you accommodate scores or hundreds of outside folks?
- **Clutter:** Are piles of unfiled papers stacked up on your desk, credenza, or table? What about soda cans, food wrappers, dirty Kleenexes, pens, books, and

electronic devices? What is lying around that could be thrown away or put away in its proper place?

Your work atmosphere has its own personality. How would you describe yours? Annoying? Oppressive? Boring? Neutral? Joyful? Inspiring? What word or words would you like to use next month or next year?

[back to Ezine top](#)

What Clients Say

Last week a previous laser coaching client wrote this short message in an email to Sylvia: “After our phone call I was refueled and felt like I was back on solid ground. I needed that conversation more than you know. I needed your insight and instruction to reframe my situation. I took what I gained from talking with you and made the decision I knew I had to make for the sake of my sanity and career. Thank you so much! You are a gem.”

- Jennifer P., Healthcare Sales, Harrisburg, PA

[back to Ezine top](#)

Offers and Opportunities

Enhance Your Work Space Coaching Call

Need or want to make a change in your physical work environment but don't know how? Are you procrastinating about taking a first step? Little changes can make a big difference. Invite Sylvia to be your creative/accountability partner for twenty minutes. **There's no cost to you except some time.** Send her an email expressing your interest no later than April 17th: sylvia@launchinglives.biz.

[back to Ezine top](#)

RESOURCES

Supplies and Supports

- Desk organizers
- Flowers and plants
- Colorful chair cushions
- A small desk fan
- A space heater
- Personal photographs

- Paintings
- A candy dish
- A unique paper weight
- Appropriate background music
- Proper lighting
- Windows
- Rearranged furniture
- A needed piece of furniture
- A *comfortable* chair
- Ear buds
- A “Do Not Disturb” sign
- Functional equipment and machinery
- Humidifier
- Air filters
- A water cooler

[back to Ezine top](#)

TIP

Review the content of the feature article above, then ask yourself this question: What is the single most important thing I can do this week to improve/enhance my work environment? Think about how a de-cluttered work surface, a new flowering plant, a little desk fan, a fresh coat of paint on the walls, or more appropriate music can bolster your morale, facilitate your productivity, decrease your stress, and upgrade your job performance.

[back to Ezine top](#)

Where in the World is SYLVIA?

On April 20, 2016 Sylvia will be the featured presenter for the Harrisburg Regional Chamber’s Business Women’s meeting. Her topic? The Magic of Influence: How to Create Allies to Get More of What You Need and Want.

[back to Ezine top](#)



Join Sylvia on these social networks!

About This Ezine

The purpose of this Ezine is to: 1) Provide readers with valuable FREE content which contributes to personal and professional growth as well as overall career development; and 2) Invite readers to take next steps toward working directly with Sylvia.

Back issues are [available here](#). Send an email by [clicking here](#) to manage your free subscription. Sharing content with attribution is encouraged as is forwarding the Ezine email. Include launchinglives.biz in your list of safe senders or friends, depending upon your email software, to be sure you receive the monthly emailed issues.

Launching Lives Ezine is dedicated to “building people ... building businesses.”
©2010, 2011, 2012, 2013, 2014

[back to Ezine top](#)

About SYLVIA

Sylvia Hepler, Owner and President of Launching Lives, LLC, specializes in career development for both corporate and nonprofit executives and managers. Based in South Central PA, she specifically supports clients as they upgrade their current job performance, seek a promotion, or plan/navigate a career transition. What makes her services unique is that Sylvia helps people to cope with change, loss, and grief as they work on developing their careers. Her professional background includes: nonprofit executive management/leadership, nonprofit community health program start-up, program evaluation, public speaking, business and freelance writing, teaching, and retail sales.

A certified executive coach through The Rescue Institute in Golden, Colorado and Quantum Endeavors in Chicago, Illinois (plus a participant in extensive continuing education opportunities with several coaches of national notoriety), Sylvia offers individual and group coaching, assessments, teleseminars, workshops, keynote speeches, and retreats. She also has created tangible and downloadable products that augment her coaching and speaking services.

For more information and to connect with Sylvia try:

[Launching Lives Website](#)

[Click to contact Sylvia by Email](#)

Reach Sylvia by phone at **717-761-5457**

[back to Ezine top](#)

Launching Lives SERVICES

Launching Lives, LLC is a full service career development company for managers and executives located in South Central PA. Utilizing a holistic approach to service provision, Launching Lives focuses on supporting clients as they create the platinum level career they desire by upgrading their job performance, seeking a promotion, or planning/navigating a career transition

Often people don't really know HOW they might benefit from coaching. Quite simply, ask yourself these questions: "What can't I seem to resolve on my own? What is keeping me awake at night? What am I missing when I look at a certain situation? How can I get to the next professional level? How can I learn certain skills quickly? How can I narrow my professional gaps? How can I motivate my staff? How can I communicate more effectively so I serve myself and others better? How can I reduce my work-related frustration? How can I develop a viable plan of action for myself and/or my organization? How can I obtain greater job satisfaction? Coaching may be the SOLUTION to any of these issues.

[*back to Ezine top*](#)

© Launching Lives Executive Coaching 2014. Forwarding and sharing content is permitted with attribution. Be certain that you receive each issue of this monthly ezine by including LaunchingLives.biz in your list of safe senders.

[Click here to Unsubscribe](#)