



10 Easy Tips for Work and Career Success

Have you had enough of striving to reach success at work or in your career? Well, here's a secret.

Well it isn't really. It's used quite a lot in successful workplaces and it's called feng shui.

A friend of mine feng shui'd his cafe, especially to enhance communication and I often coach my clients there. When I tell them, they say they really can feel the difference. I also have several professional clients who've had their offices feng shui'd by consultants or who've told me they deliberately chose certain street numbers when deciding on office location. The luckiest number is eight which represents coming prosperity.

A professional consultant can give your office a complete feng shui makeover, however, these tips from Lillian Too's *Feng shui* in small doses are quick and easy changes that you can make yourself - no dragons, phoenixes, wind chimes or waving cats required, although a compass will come in handy. I promise, your office will not look like the local Chinese takeaway!

1. **Solid wall:**

Always have a solid wall, a screen or a divider behind you to give you support and ensure that no one sabotages your work.

2. **Door:**

Never sit with a door behind you especially if it is the entrance door into your office. This will cause you to be 'stabbed in the back.'

3. **Desk:**

The power place for your desk is always diagonal to the door. Endeavour to sit in the corner furthest from the door and looking at the door. Also, your feng shui at work is better if the way to your desk follows a meandering rather than a straight path.

4. **Fresh flowers:**

Always place these on the east, southeast or south corners of the desk to ensure steady and positive development of your career.

5. **Computers, telephones and calculators:**

These should be placed in the west or northwest corner of your desk. When the northwest is successfully energised you will receive favourable attention from your bosses.

6. **Files:**

Never allow files to get piled high on your desk directly in front of you. These signify a mountain that will block your ambitions. If you need to keep piles of files in your office, only keep them behind you and to the sides of your desk.

For **more free tips** on clearing clutter, staying focused and reaching your goals, or to find out more about one-to-one business, executive or life coaching and group coaching or to arrange a no-obligation session with Tania, visit the Blue Sky Coaching website at www.blueskycoaching.com.au. Tania can be contacted Monday to Friday between 8 am and 8 pm (Adelaide CST), on (08) 8338 3134 or 0411 471 941 or by e-mail on tania@blueskycoaching.com.au



7. Exposed shelves:

It's a bad idea to have open shelves behind you or in front of you at work. They can cause illness, loss of income as well as loss of influence and authority. Either close with doors or remove them altogether.

8. Learn your success direction and face it for important meetings, presentations and negotiations:

Each person has a KUA number which indicates their career success direction or sheng chi. Your KUA number is calculated from your Chinese year of birth. Those born in January, before the lunar New Year or before 4 February should deduct one year from their year of birth to get the equivalent Chinese year. Add the last two digits of your year of birth until you obtain a single digit. Then, deduct this from 10 for males; add 5 for females. For example I was born in 1966, so my KUA number is 8 and my sheng chi is south. If yours is 1, your career success direction is southeast; 2 is northwest; 3 is south; 4 is north; 5 depends on whether you are male or female and is northeast for males and southwest for females; 6 is west; 7 is northwest; 8 is south and 9 is east. Face your sheng chi direction whenever possible, whether you are in a board meeting, business lunch, making a presentation at a conference or in your office on the phone with a prospect. It works wonders!

9. Numbers:

Be aware of lucky and unlucky numbers. The lucky numbers are always 1, 6 and 8. Try to have these numbers incorporated into your phone or car numbers. The luckiest number is 8 and represents coming prosperity. The number 9 has the power to enhance all other numbers for good or bad, so 8 followed with 9 strengthens good fortune. The bad luck numbers are 5 and 2. When these numbers appear with the 9 then the bad represented by the 2 and 5 is magnified. However, 2 with 8 is lucky, just as double 5's can be lucky because they add up to 10.

10. Business cards:

Always ensure your business cards have your name in larger font than your title. Don't let anything sharp, such as a logo, be pointed at your name and place your name above the corporate name.

Always remember a good de-clutter will also allow new energy and opportunities to flow in, so before you take your Christmas break, take some time to get rid of anything in your workspace that you no longer need, use or love.

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