



Decorating Your New Workspace

Decorating your new office space may not be the first thing on your "To Do" list when you are beginning your **new job**, but research shows that a tidy, nicely decorated office can put you at ease and actually help you as you learn the ins and outs of your new position. Whether your new office has a view, or your only view is the grey cubical walls, here are some tips on how to decorate.

Ask before You Act

Some companies have strict rules as to how far you can go in decorating your workspace. So, before you go picking out new paint colors, or moving all of your new furniture in, check with your supervisor, or look around your colleagues' workspaces to see what the standard is at your office.

Keep it Professional

Regardless of what kind of company you work for, you should always strive to keep the décor of your office at a professional standard. This means avoid pinning up that half-naked poster of Brad Pitt or Megan Fox in a skin-tight shirt. Remember what you put in your office will reflect on you, and affect your supervisors' and coworkers' first impressions of you.

Bare is bad

If possible, avoid bare walls. Opt for some tasteful photos or paintings to hang up. This could be pictures of family, your favorite vacation spots, motivational posters, etc. Choose some that will relay positive thoughts, or be conversational pieces. If you don't have money to buy expensive paintings or prints, take a few of your favorite personal pictures and have them blown up and framed.

Go Green

Plants can serve a purpose in your new office space. Not only are they attractive, but studies show that those who have plants in their office or work environment are overall more productive and more motivated than those who do not. Additionally, some claim that plants can also help to reduce noise and air pollution in a workspace.

Add Your Personal Touch



Aside from your home, your new workspace will be the place that you spend the majority of your time, so you want to feel comfortable in it. You can do this by adding your personal touch to it. Bring a picture of your family, your favorite mouse pad, your lucky magnet, etc. – things that will still show that you're professional, but that you also have a personality.

Put Some Feng in Your Shui

Feng Shui is an ancient Chinese system used to organize space. Feng Shui workspaces can help to increase energy and productivity and reduce stress for the employee. While it's not always possible to completely Feng Shui your new workspace, you can do some small things to keep the energy positive around you.

Let the Sunlight in

Keep your space lighted. If you have a window in your office, keep it open to allow the natural sunlight into your workspace. If you don't, consider bringing a small lamp from home.

Back to the Wall

Arrange your desk so that your back is not facing the door. People don't want to see your back when they walk into your office or workspace. This makes visitors feel more comfortable when they come in.

Stay Organized

However you decide to decorate your new workspace, keep your area clear of clutter. (This is another Feng Shui tip that will assist you in staying positive and keeping your workspace chaos-free.) A workspace clear of clutter allows for a clear mind while you work! Avoid putting too much décor on your desk, and put supplies that aren't used very often away.