

SPRING CLEAN YOUR SPACE

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Spring clean your mind & more

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When the sun shines the days feel better, work seems easier and the dirty windows show! Many of us reach for those dusters and embark on that *spring clean* we know and [some of us] love!

But rarely do we think about our workspace or minds... Spending many hours in a office means that a tidy clean working environment is vitally important to our mental and physical wellbeing plus impacts our productive and client first impression, oh and don't forget GDPR!

Take time out to shred that old paperwork, file those business publications that you thought you may need for that useful article and get rid of those freebies! They take up desk room. Don't forget to give your equipment a clean, did you know there could be up to 7,500 bacteria on your keyboard at anyone time?

Once you've reorganised and sanitized your physical working space move on to your mind, make sure you spend time on you, for you.

Mindfulness, adds that extra spring in your step

Decluttering your mind may sound crazy and something that 'is not for me', as they say don't knock it until you have tried it!

Tidying your desk, cleaning out cupboards results in creating space, this is the same with your mind. Have a go...

- start by finding 5-10 mins in your day and a peaceful place
- relax by taking a deep breath
- focus on your breathing and nothing else
- count your breaths 1 to 10 and start over - distractions can happen, just start back at 1 again...
- notice you! your breathing, your stillness, your movement. Listen to your wishes
- when you are feeling peaceful, ready and calm take a stretch and bring your session to a close

If you want to learn more why not try apps like Headspace.com

Once you listen to your wishes, create a plan to make them come true...