

8 Weeks

to Your Effortless Business

Environment

Week 8 Worksheet

## **Reception**

Advertising is often the first impression of your business many people get. It is the first environment of yours they see. That is the importance of making all your advertising look the same and making it reflect the way your business is.

What does your advertising say about your business?

Is it consistent?

First impressions – Your location, your door, your signs and your décor all contribute to the way people think about you. They reflect how you think about yourself and your business. They tell your employees how you feel about them and your customers.

Enter your business and try to look with fresh eyes to see what other's see.

## Greetings

What is the first thing new customers hear from your business?

Do you have an intake process that clearly outlines what people can expect?

## **Workspace**

How easy is it to find the things you need to do your work? Files, pencils, backups?

Do you have a place for everything and is everything in its place?

Ditto for your computer?

Is your workspace conducive to creativity?

Is it conducive to thinking?

Does your workspace help you do what you do?

## **Your mind**

How do you fill your mind with good thoughts?

Do you respect your mind by eating well and resting?

Research has shown that we have a finite amount of willpower and decision-making ability. The more you can remove the need for these, the easier it is to do the right thing. Remove temptation and create policies.

What changes can you make in your environment to support your values and life decisions?

**Your home**

What one thing can you change to help make sure your day starts well?

What one thing can you change to help make sure your day ends well?

What changes do you need to make to make your life easier?

To eat better?

To relax better?

To remove irritants?

## **Your community**

Happiness research has shown that belonging to ones community is one of the most important factors. What is one thing you could do to get involved and to make your community a little better?

What could make your community a better place?

What part of your community haven't you enjoyed lately?