

Image and Your Work Space  
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# Image and Your Work Space

**Do you walk into your office and get excited to get to work?**

**Does your latest project call to you, inviting you to explore new ideas?**

**Image isn't just about your suit, your posture or your lipstick.  
Image is about setting yourself up for success.**

**The change begins with your perception of Image.**

**To reach your potential best, you must begin within.**

**Use the IMAGE technique for Work Space:**

**Here's How...**

**I**nspiring Environments

**M**ental Approach

**A**lign Your Vision

**G**et Organized

**E**xpect Success

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# Inspiring Environments

## *Three Key Points*

- 1. The way your work space feels affects your productivity**
- 2. Your work space image affects the way others see you**
- 3. Your work space should honor your life-style**

△ **Your work space is your self expression to the world**

△ **What you don't say...**

△ **First impressions DO matter...especially to you!**

△ **Your image can describe your attention to detail, etc.**

**Is your work space a place that is inviting you to come work?**

**If not, why not?**

# Mental Approach

## *Three Key Points*

- 1. The way your work space flows should help you think**
- 2. Your work space affects your mood**
- 3. Your work space affects your creativity**

△ **Your work space should work efficiently with your mind**

△ **Your work space should be a mood-lifter**

△ **Your work space should inspire creativity**

△ **Your work space should help you clear your mind**

**Do you have a blank space within your work space?**

**If not, why not?**

# Align Your Vision

## *Three Key Points*

- 1. Include visual cues in your work space**
- 2. Include the vision you see in your work space**
- 3. Keep inspiration at hand in your work space**

- △ Use your computer screen saver to inspire**
- △ Art work, flowers, dreamboards and quotes**
- △ What you see is what you get**
- △ What do you see in your work space**

**Is your workspace a place that tells your future?**

**If not, why not?**

# Get Organized

## *Three Key Points*

- 1. Streamlined spaces lead to streamlined thinking**
- 2. Clutter holds you back**
- 3. Clutter confuses your goals**

- △ Finish one thing**
- △ Tidy one area or one drawer**
- △ Toss out what you no longer need**
- △ Can you see your desk?**

**Do you have piles to finish or finished piles?**

# Expect Success

## *Three Key Points*

- 1. You are what you envision**
- 2. Prepare for success**
- 3. Keep your work space moving to the next level**

- △ Where do you want to GROW from here?**
- △ If you could...**
- △ Is your work space the career space you dream?**
- △ Where is your future in your work space**

***Image isn't just an attitude, it's a way of life***

**The most successful people, looked successful as they were learning skills and moving up the corporate ladder.**

**Are you walking the walk of Success?**

**It begins with your image. It can begin in your Work Space.**