

Orientation Training Part 1

Your Environment

As a business coach, I know that creating a strong foundation for your business starts with setting up the right environment, both physically and mentally.

As you're embarking on this journey—whether starting a new business, adding a new income stream, or upleveling to new goals—creating the right space is key to success.

This exercise is designed to help you *elevate your physical environment*, enabling you to feel energised, professional, and ready to take on your new ambitious goals.

Step 1: Define Your Workspace

Take a moment to think about the space where you conduct your business activities. This is the area where you:

- Do your work
- Have your sales calls
- Design and plan
- Learn and study

Your workspace might be:

- A corner of your bedroom
- A section of your dining room
- A dedicated home office, or even
- The living room sofa!

Note: It doesn't have to be a separate office—what matters is that it's *designated* as your workspace.

Step 2: Declutter Your Desk

Your desk is likely the focal point of your workspace. The goal here is to create an environment that promotes clarity, focus, and abundance.

Instructions:

- Start by clearing your desk completely.
 - Remove **sticky notes, old papers, broken pens**, and any other clutter.
 - Clear out **empty coffee cups, unnecessary paperwork**, and anything that doesn't belong there.
 - Ask yourself: "**Does this item represent who I want to be, or who I was?**"
If it doesn't align with your current vision, it's time to let it go.
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Step 3: Tidy Your Floor Space

Many of us tend to pile things on the floor, which can add to feelings of overwhelm.

Instructions:

- Clear up items on the floor that don't belong there.
 - If you have stacks of paper or items that you haven't dealt with, don't feel the need to go through them now.
 - Instead, **package them up** into a box or bag, and put them out of sight—perhaps in your garage or a storage area.
If you don't need it in the next 60 days, consider tossing it!
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Step 4: Organise Your Bookshelves

If you have bookshelves in your workspace, ensure they are neat and organized.

Instructions:

- Remove any **stacked books, papers, or old files** from your shelves.
 - Ensure that each book is standing upright and that your shelves aren't overcrowded.
 - Consider adding something beautiful or inspirational, like art or a plant, to create an uplifting environment.
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Step 5: Tackle Your Digital Clutter

Your physical space isn't the only area that needs tidying—your digital space can also affect how you feel about your work.

Instructions:

- **Clear your inbox:** Unsubscribe from old newsletters that no longer serve you (limit them to 3-4 that you find valuable).

- **Organize your desktop:** Clean up any folders or files that are no longer relevant.
- **Delete old voicemails** and unnecessary messages that clutter up your phone or computer.

Coaching Tip:

Each email or file is an *obligation*—a mini decision you haven't made yet. Uncluttering your inbox and files will give you peace of mind and free up mental space for bigger decisions.

Step 6: Reflect & Assess the Vibe of Your Space

Now that you've cleared the clutter, let's assess the overall feel of your space.

Questions for Reflection:

1. **Does your environment represent who you are now and who you want to become?**
 - Is the space aligned with your goals, aspirations, and professional identity?
 2. **If a high-end client walked into your space right now, what would they think?**
 - This isn't about perfection, but about feeling **professional, polished, and ready to serve** at a high level.
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Step 7: Final Touches

Consider adding elements that elevate the overall vibe of your workspace:

- Personalise it with a few inspiring items (art, plants, or motivational quotes).
 - Create a space where you can step into your professional self with pride and confidence.
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Step 8: Notice How You Feel

Once you've completed the tidying process, take a moment to notice how you feel:

- Do you feel **energised**?
 - Are you ready to **receive** and act?
 - Are you feeling more **professional** and **focused**?
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Final Coaching Tip:

Don't spend hours on this. You only need 1-2 hours to complete this exercise. The goal is to create a space that feels welcoming and aligned with your ambitions.

Let me know once you've completed this exercise, and I'll send you the next training on Money and Commitments!

This exercise will help you start **preparing for your next level of success** by creating the right environment. It's all about stepping into your future self—a 6-figure or 7-figure businesswoman!

Enjoy the process and get ready to feel a sense of **space and readiness** for what's to come.

Let me know how it goes, and I look forward to hearing your thoughts. ✨
