



WESTERN MERCANTILE AGENCY, INC.

PAW PRINTS

ARRANGE YOUR SPACE TO ENHANCE PRODUCTIVITY

Feng shui, the ancient Chinese discipline of environmental design, is one philosophy for boosting your productivity in your work space. You can also share the concepts with your employees as a guide to enhance their comfort level on the job, both physically and mentally. Here are some risk-free concepts you can implement easily and inexpensively:

- ◆ Move things around. To create a safe, protective environment, place desks in an “armchair configuration” with your back to the wall and plants or cabinets on either side of you.
- ◆ Bring the outside in. Set up a fountain or aquarium in the office to foster prosperity and wealth, and place plenty of plants around to stimulate growth and productivity.
- ◆ Watch your back. Don’t sit with your back to a door or window; it leaves you exposed and vulnerable. If you can’t avoid it, sit in a high-back chair and use mirrors to reflect anyone entering through the door.
- ◆ Look out below. Avoid placing desks directly under exposed beams or uneven, slanted ceilings, which limits physical movement and leaves you feeling crowded.

Protect against Murphy’s Law

You know that Murphy’s Law will strike—you just don’t know where, when or how. So it’s always wise to insist that employees include a fudge factor for every deliverable when planning a major project or initiative.

The problem? People tend to squander contingency time when it’s included in their schedules. If staffers take too long, or start late, you’ll have no contingency left when a Murphy’s Law problem causes some kind of delay.

Here’s a better approach: Have staff members estimate normal times for every deliverable, but keep a pool of time at the end of the entire project. Insist that everyone keep to the schedule. When problems hit, as you know they will, reallocate some of that end-of-the-project time to the individual or team that needs it.



Western Mercantile Agency has been in business since **1932**? That’s **75** years spent serving the business and private communities of Coos, Curry and Douglas counties!

Western Mercantile Agency (WMA) employs **16** full-time employees? WMA employees are *local* people, living in *local* communities, and spending money in the *local* economy.