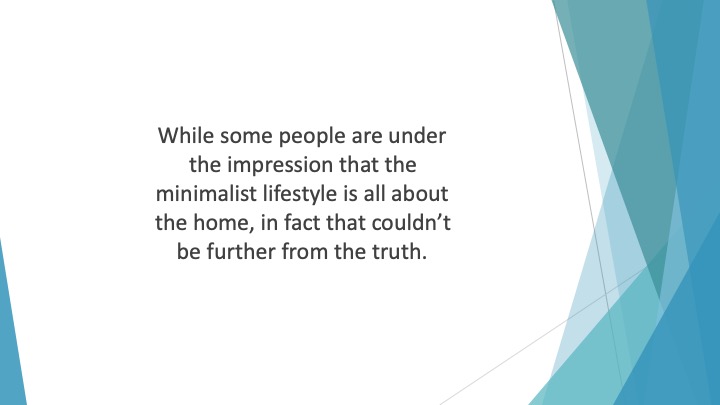
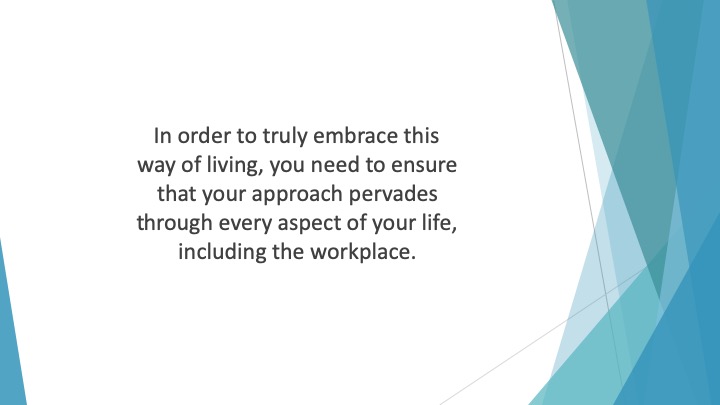
**Chapter 6: How To Take A Minimalist Approach At Work**

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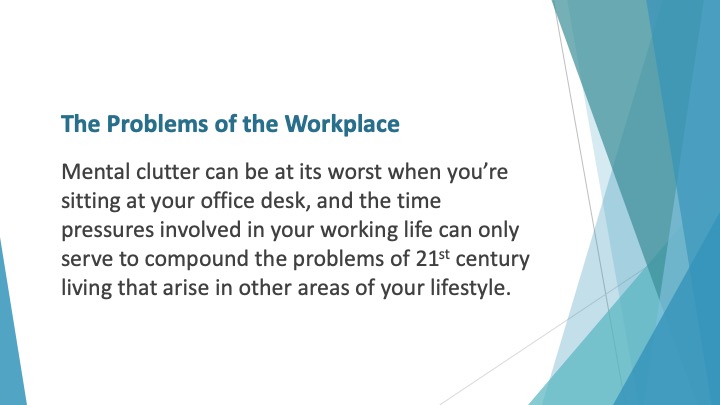
**S1** : In this video, we’ll discover about “How To Take A Minimalist Approach At Work”



**S2 :** While some people are under the impression that the minimalist lifestyle is all about the home, in fact that couldn’t be further from the truth.



**S3** : In order to truly embrace this way of living, you need to ensure that your approach pervades through every aspect of your life, including the workplace. It’s only by doing this that you can reap all the maximum benefits.

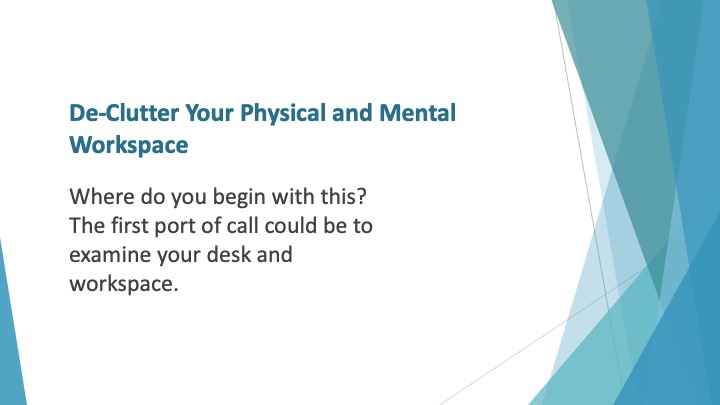


**S4** : The Problems of the Workplace

The workplace is one of the areas of your life in which you can experience most stress. Mental clutter can be at its worst when you’re sitting at your office desk, and the time pressures involved in your working life can only serve to compound the problems of 21st century living that arise in other areas of your lifestyle.

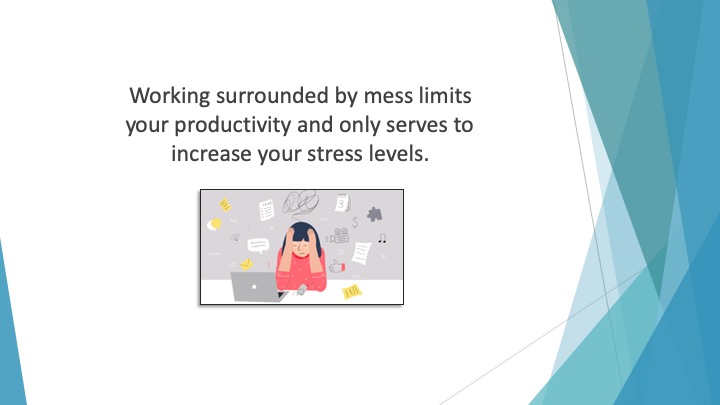


**S5 :** It’s important to remember not to end your minimalizing efforts when you leave the front door of your home. Take an objective look at your working life and determine where cuts can be made to improve your mental and physical well-being and to adopt a more minimalist approach.

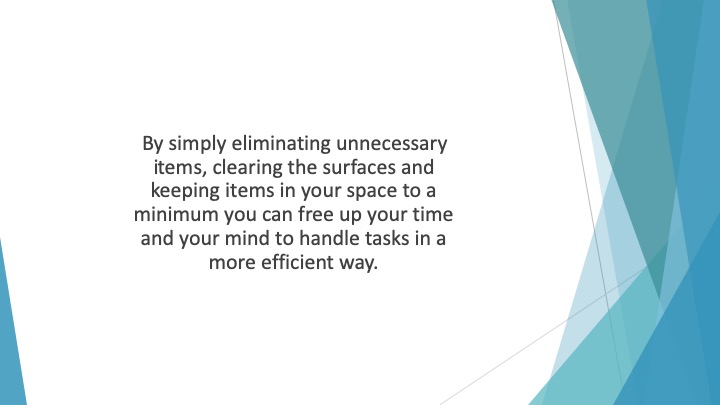


**S6 :** De-Clutter Your Physical and Mental Workspace

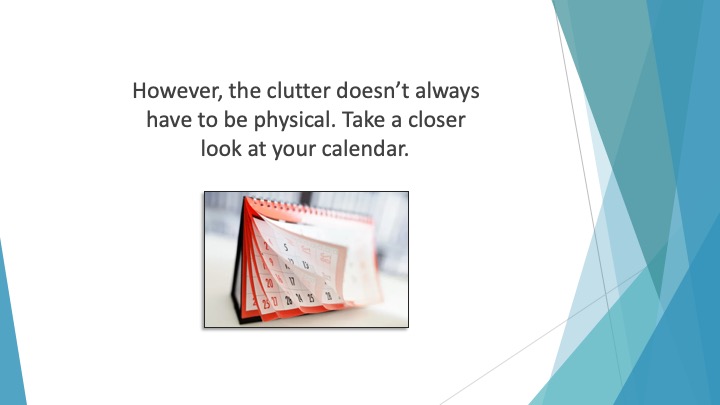
Where do you begin with this? The first port of call could be to examine your desk and workspace. Is there physical clutter to get rid of? Are papers piled up? Are there files everywhere? Notes and pens littered across the surfaces?



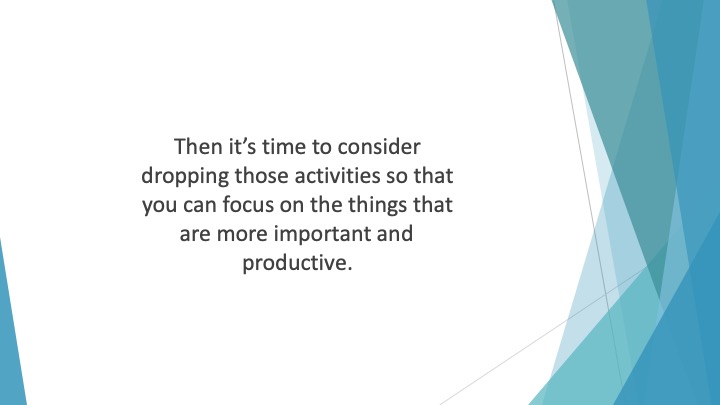
**S7 :** Working surrounded by mess limits your productivity and only serves to increase your stress levels.



**S8 :** By simply eliminating unnecessary items, clearing the surfaces and keeping items in your space to a minimum you can free up your time and your mind to handle tasks in a more efficient way.



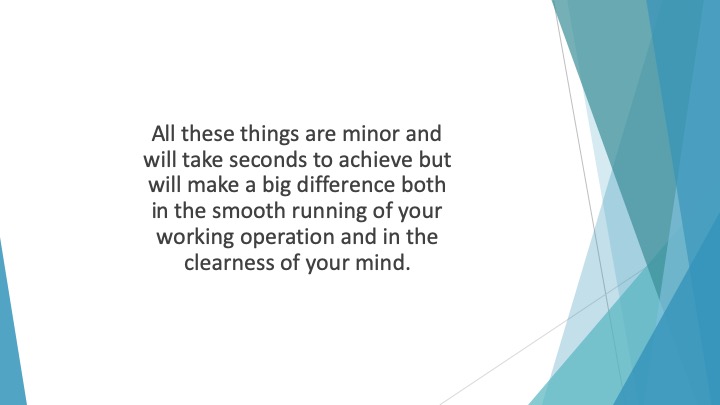
**S9 :** However, the clutter doesn’t always have to be physical. Take a closer look at your calendar. Do you have commitments that are sapping your energy and adding no value to your life?



**S10 :** Then it’s time to consider dropping those activities so that you can focus on the things that are more important and productive. If you work for yourself, you can exercise that greater freedom to get rid of clients who are a drain on your energy.

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**S11 :** Adopt minimalist working practices by making a few simple changes that will make a huge difference to your functional work life. At the end of each working day, transfer your saved items to a cloud storage space. Shut down all your tabs and move all your unwanted emails into the trash and empty it.



**S12 :** All these things are minor and will take seconds to achieve but will make a big difference both in the smooth running of your working operation and in the clearness of your mind.