



Mastery Made Simple

Focus on Mastering My Workspaces



- 1 My spaces are safe, clean, organized, and enjoyable.
- 2 I am working on a good set up.
- 3 My workday and workspaces need attention.

How did you do?	Yes	+/-	No
20 _____ 40 _____ 60	+		-
20 = Bravo! _____ 60 = Things to fix	1	2	3
1. I am pleased with my workspaces.			
2. I generally enjoy my workday.			
3. I enjoy a comfortable amount of privacy and autonomy.			
4. I'm not frustrated by my workspace.			
5. My spaces have inviting colors and decor.			
6. My work areas are clean.			
7. I have a comfortable chair, a place to stand, and can move around.			
8. There are easily accessible trash and recycling containers.			
9. I have the correct tools in good condition.			
10. I have good tool storage.			
11. My spaces have good ventilation.			
12. I'm comfortable - not too hot, nor too cold.			
13. Lighting – General (ambient) is good, not too bright or dim.			
14. Lighting – I use task lighting to help me focus.			
15. Sounds – The level of ambient sound is manageable for me.			
16. Sounds – I can use music or white noise if I want.			
17. Smells – I'm not overwhelmed by perfumes, smoke, or odors.			
18. I can see and use clocks, timers, and alarms.			
19. I feel supported by those I work with and for.			
20. I have a plan for what I want and need to improve.			

Checked 2s and 3s above: What do I want to change and why?

Where can I find inspiration to create the environment I want?

What would I like my boss and coworkers to do or know?

What will my future self wish I had done now?

What has this exercise brought up for me?

What's next? Visit www.MasteryConsulting.net be my best self.