

# The Executive Environment Audit

Curate a space that boosts your energy, focus & recovery



# workflow

"Your environment is shaping your energy and decisions whether you know it or not. Let's make sure it's working for you — not just for who you've had to be."

## Why This Matters



# What This Is (and Isn't)

**Not about  
decluttering your desk**

**No pressure to  
redecorate**

**This is about building  
a space that reflects  
your values and  
supports your  
leadership**

# Step 1 – Name Your Space

**Prompt:** "Pick one space you spend time in—home office, car, kitchen, a Zoom background, or team hub."



Space: \_\_\_\_\_

People present: \_\_\_\_\_

# Step 2 – Environmental Triggers

Checklist of what tends to happen there:

☐

I feel deeply focused

☐

I scroll or reach for snacks unconsciously

☐

I check out mentally

☐

I feel inspired and in flow

☐

I notice tension in my body

...plus an "Other" field for client-specific cues

# Step 3 – Emotional Tone

Choose up to two:



**Energized & present**



**Calm & clear**



**Scattered & anxious**



**Disconnected**



**Avoidant**



**Coach's Note:** "Your environment speaks to your nervous system. Notice what it's saying—and decide if you want to keep listening."

# Step 4 – One Tiny Change

*Prompt: "What's one small shift you can make here to tilt the space toward focus or recovery?"*

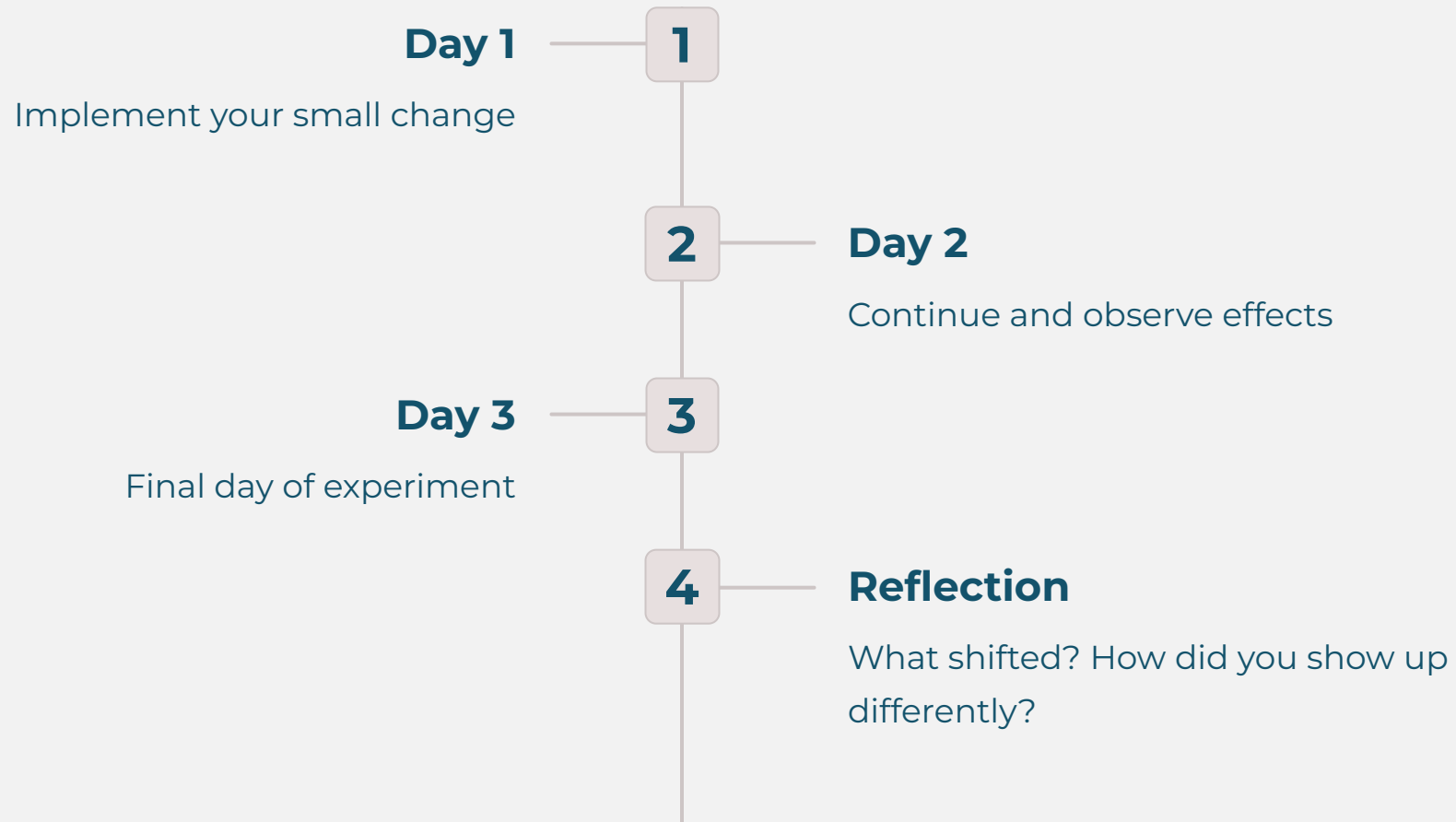


## Example ideas:

- Adjust lighting
- Mute notifications
- Place a candle
- Add fresh water

# Step 5 – Try It & Reflect

*"Take 3 days to lean into this change. Then reflect: What felt different? What shifted in how you showed up?"*







## Coach's Note

**"I don't expect perfection from your environment—or from you. But intentional tweaks can ripple through your system in surprising ways."**

# Call to Action

Want help rolling this out in a space that matters most?

**Book a free 20-min Performance Environment Design Session**

Contact Us

[sumit@hpexec.blog](mailto:sumit@hpexec.blog)

# Elevate your Workspace



Collaboratively design a workspace that  
boosts productivity and fosters innovation,

EXPLORE PACKAGES

SCHEDULE A DISCOVERY CALL

