**Enhance Your Career Achievement with These 6 Minimalist Hacks**

You may think that minimalism is a concept that applies only to the home, where everything is spare, bare and minimal. But minimalism is both a mindset and a lifestyle based on the concept of simplicity. It involves learning to live better with less – physically and mentally.

If your career is your passion and your biggest goal is to get ahead, a minimalist career mindset is ideal for you. Consider the following Lifehacks to simplify your workday, streamline your workflow and keep you at your peak every single day.

1. **Declutter and streamline your office**

Your office or workspace says a lot about you. A desk piled high with papers and assorted junk, shelves overflowing with outdated publications and electric cords trailing across the floor are bad signs. Add to this having to frantically rummage through drawers to find an important file can keep your stress levels raging for the rest of the day.

All of these things tell others that you're unprofessional, careless and disorganized. On the other hand, a tidy minimal office speaks volumes about your professionalism.

Roll up your sleeves and thoroughly declutter your office. Keep only what you use frequently and store supplied and filed neatly in drawers. Your desk should be bare except for your computer and what you're working on at that moment. Electric cords should be invisible and shelves as bare as possible.

Anybody walking into your office will immediately get the impression that you're super-organized. Professional and take your job seriously – instant career boost!

1. **Streamline priorities**

Always decide on two or three priorities that you need to tackle and get out of the way first. Rather than squeeze in priority tasks between other appointments, pare down your schedule so that you can home in on them first.

1. **Avoid conflict**

Workplace conflict and competition is often trivial but has a way of escalating and becoming serious, sometimes requiring the intervention of a superior. This will get you noticed for all the wrong reasons.

Keep your workday simple and calm by just walking away from conflict and avoiding petty backstabbing and competition. That's something you can definitely live with less of. Focus on your work and let your outstanding results speak for themselves.

1. **Simplify your look**

Even if your office dress code is casual, always dress to impress with streamlined simplicity. This means no-frills, goof quality clothing that looks professional no matter what you're wearing.

1. **Declutter your schedule**

Simplify your schedule by being realistic. Keep out appointments and tasks that won't have any serious impact if not done but will just crown your fay and make you feel overwhelmed.

Your schedule should be as simple and streamlined as possible and include the essential tasks and priorities for that day.

Just looking at your simple, minimal schedule should help you keep a clear mind and organize your time better because getting less done with better outcomes is more!

1. **Pare down office relationships**

Office relationships can complicate your work life if you're spending too much time helping coworkers, gossiping and more or less crowding your day with people coming and going.

Try to keep office relationships simple and professional and never mix work with friendship at the office. The simpler these relationships, the more work you'll get done.

**Conclusion**

These 6 super-simple minimalist hacks can have an unbelievable impact on your career. They'll help you pare things down to the bare essentials so that you can focus on the things that really matter – peak productivity and high achievement.

When you apply these hacks and start living the career minimalist mindset, you can expect to shine, stand out, gain immense respect and ultimately, skyrocket your career!