

Setting and Organizing Your Stage

Setting Your Stage

Take a few minutes and ponder the physical environments that you live in and work in the most. What within your immediate environment can you add or take away that would help you find your flow.

Review these examples below

What needs to be added or taken away from this environment to help you focus?	Action Steps:
Add more light.	I will add table lamps in addition to the artificial lights to give my space a warmer feel.
I need to sort out all of the “stuff” in my space.	I will make a list of all unnecessary things in this space that I do not need. If I don’t need it, I will throw it or give it away. If I need it but not regularly, I will store it. If I need it on a regular basis I will put in its proper place. I will create a minimalistic space so that I decrease my clutter and focus on only what I need to focus on.
Play white noise or music.	I will make a playlist of music that makes me work at my best. I will have in my office and have this music playing at low levels throughout my day.

“You are a product of your environment. So choose the environment that will best develop you toward your objective. Analyze your life in terms of its environment. Are the things around you helping you towards success – or are they holding you back?”

— W. Clement Stone

Organizing Your Stage

After you have set the stage properly (right props, elements, tools, etc....) what can you do to make changes in this space that will help you focus and do your best work?

Review these examples below

What needs changing?	What am I going to do about it? My goal:
Cluttered bookshelf	Take all read or junk books and give them away within the next 14 days.
File system overhaul	Clean out all old files. Create and label an alphabetical file system. Create and label a quick reference file system. I will do this for 30 minutes a day for the next 30 days or until complete.

Organizing Your Stage Goals and Action Steps

After you have pondered and reviewed the examples, take the time to write down what needs changing in your environment and the goals you will set to achieve an organized space.

What needs changing?	What am I going to do about it? My goal:

What needs changing?	What am I going to do about it? My goal:

“Good order is the foundation of all things.”

— Edmund Burke