

Time Management - How The Right Environment Makes It Easier

Time management for many of us seems to be full of un-fun things like following a boring process, mental discipline, stale techniques to help avoid procrastination so we can be more productive with our time.

Those boring "brute force time management" techniques can work for a while, but if they're not fun, easy or natural, like anything people eventually just stop doing them. I know I would rather learn ways to improve my time management which are easy and come naturally to me.

Buckminster Fuller (or "Bucky Fuller" as he was called by his friends) is reported to have said "Environment is stronger than will power". Sounds smart, doesn't it? Consider this. If you're out of shape and want to improve your health, how hard would that be to do if you're locked in room full of delicious sugar cookies. On the flip side, how easy would that be to do if you lived inside of a fitness center? Pretty easy don't you think?

Most people don't even stop to think about their environment as they go about trying to improve their time management skills. I think the idea of creating an environment to support your productivity and time management success is something to consider. Try something here for a minute and see what you think.

From wherever you're at, look at what you can see around your workspace. Pick a few simple items around the room and ask you're the question "Do these items support my time management and productivity goals or do they steal my energy from reaching those goals?"

For each item, if it doesn't support your goal for better time management, get rid of it or otherwise handle it appropriately.

Most people have at least one element they should toss. Oddly enough, when doing this exercise, people suddenly see their television as a major distraction. Something that not only slows their productivity, but which also can completely destroy your ability to accomplish your daily goals. If you have a television in your work space, unplug it and move it out of the room.

Another distraction can be something as simple as a pile of papers on your desk. Clearly they are important because you've "piled" them up on your desk. The real question to ask is whether that pile supports your time management goals or not. When it's time to find something in that pile, chances are you'll have to spend a bit of extra time digging through all the papers to find the one you want. You may even spill the papers on to the floor at some point, causing you to waste time having to pick them all up.

These two examples might seem silly, but you get the point. Eliminating the non-supportive elements in your environment is the first step to creating an environment that supports your goals to be better at time management.

After eliminating the elements from your environment which do not support your productivity and time management goals, the next step will be to actually add things to your environment which make it easier to manage your time. We share tips on how to do this in some of my other articles.

About the Author

For additional strategies on time management, make sure you claim your copy of author Michael Adams' exclusive free report on [tips for managing your time](#) and [multi-million dollar projects](#).

Source: <http://www.inquireinto.com>