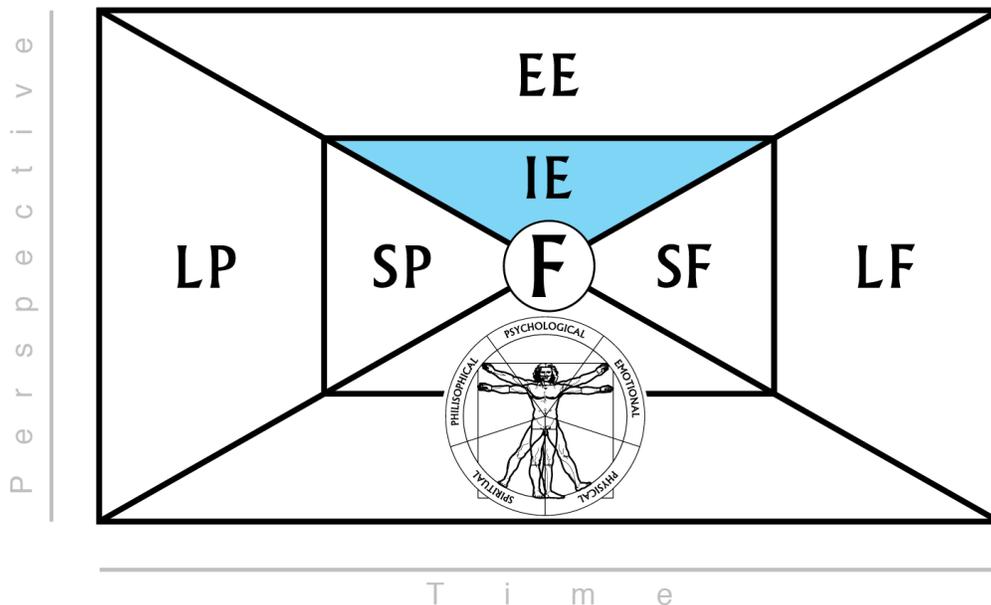




FINDING YOUR FLOW TOOLKIT VOL. 6 ORGANIZING THE STAGE

"Good order is the foundation of all things"

--Edmund Burke



Last week we spoke about "Setting the Stage"—the importance of having the right tools, and resources available to you. This also includes bringing in the right elements and the right amounts of those elements into the environment (lighting, temperature, colors, etc...) whatever you need to make sure all of the right "stuff" is

present where you need it.

Once these elements are in place, order and placement should enter your awareness.

If we are speaking about an office space:

1. Is your desk in an optimal place?
2. Your computer?
3. Where are your files in relationship to your desk?
4. Are the tools you need to do your work in proximity to your work?
5. Are your reference and storage spaces clearly planned out and labeled?
6. Do you have other furniture items (side tables, chairs, credenza, etc...) that are in their right place?
7. Are the physical props such as an in-box, pictures, plants, Zen-like waterfall, in just the right place?
8. Is this space clean?

You get the idea. It's one thing to have all of the right elements in the place where you want more flow to take place, but it is another thing to organize that space in such a way that you not only minimize distractions (more on this next week) but that you produce the type of order that makes this space a place where you can focus and do your best work.

Remember the story about the man who boasted to the local vicar after transforming his property from a jungle to a beautiful garden? "Don't forget," admonished the cleric, "God had some part to play in the process." "Well," said the man, "you should have seen it when God had it all to himself." A nice way to remind ourselves that wherever the building blocks of life come from, how we use and arrange them is up to each of us. To find flow it is important that you tend to your garden.

Ever know a neighbor who treated the backyard as a junkyard? Ever been in a formal Japanese garden? Enough said.

This does not mean that you cannot find flow in a chaotic environment. Some people thrive on this chaos—but clutter, junk, and poor design are not staples of the peak performer.

An office is a convenient metaphor, but there are many spaces that we do our work, play, and life. Consider the spaces that are most important to you for a moment. Do they serve you or do they distract you?

Consider a few simple questions in this week's exercise and decide what you can do to modify the physical elements of your spaces.

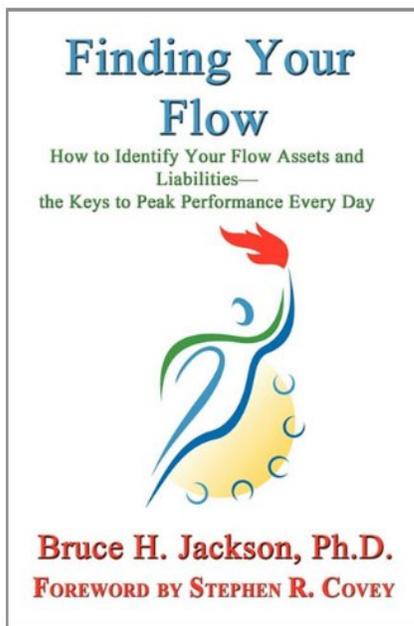
EXERCISE AND PRACTICE:

- Review the Questions in: Changing your Environment exercise sheet
- Take a look at your physical spaces. Look for small ways to make adjustments. This could be as radical as re-arranging the furniture and as small as lining up your books. With each small change, notice its impact on you. Keep adjusting until you've got it just right.

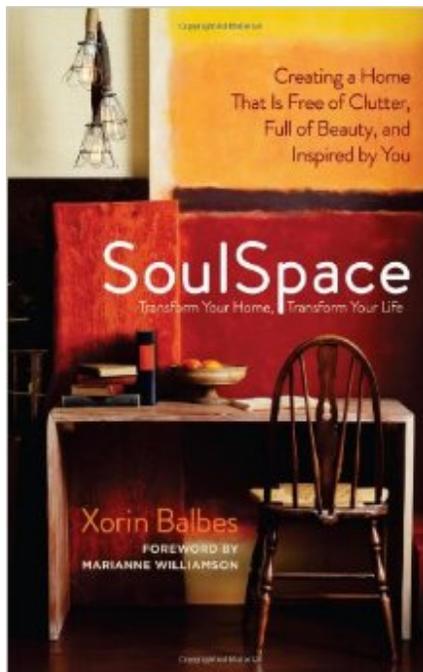
Finding Your Flow: How to Identify Your Flow Assets and Liabilities—The Keys to Peak Performance Every Day

Do you remember your last peak performance? Do you remember asking: how do I do this? How can I do it again? If you have asked this question, and want to know the answer, then this is the book you have been searching for.

[Learn More](#)



RESOURCES:



BOOKS:

[Soul Space by Marianne Williamson](#)

SERVICES, COURSES, TOOLS AND ADVENTURES:



Personal
Leadership App



Consulting
Services



Training
Services



Speaking
Services



Coaching
Services



Team Building
Adventures

If you have a colleague, friend, or family member who would like to receive the Finding Your Flow weekly tools, send them this email and have them click below:

[Get 60 FREE Flow Tools](#)

It takes just 10 seconds to begin receiving weekly content that

will help them find more flow in every life arena!

Copyright © 2015. The Institute of Applied Human Excellence. All rights reserved.
If you don't want to receive updates, please [unsubscribe](#)