

Environment Change #1 - Have a collection bucket

**Date:**

Environment Change #2 - Second order decisions

**Date:**

Environment Change #3 - JGS

**Date:**

Environment Change #4 - Song on repeat

**Date:**

Environment Change #5 - Zoom out to the 40,000 feet view

**Date:**

Environment Change #6 - Clean up your desk

**Date:**

Environment Change #7 - Switch locations

**Date:**

Environment Change #8 - Light up the workplace

**Date:**

Environment Change #9 - Remove obvious distractions

**Date:**

Environment Change #10 - Block distracting websites

**Date:**

Environment Change #11 - Reduce searching with Alfred

**Date:**

Environment Change #12 - Never start a browsing session with multiple tabs

**Date:**

Environment Change #13 - Use Calendly to avoid spam and scheduling meetings

**Date:**

Environment Change #14 - Answer emails right away - or postpone them

**Date:**

Environment Change #15 - Open the doors to your inbox only 3 times per day

**Date:**

Environment Change #16 - Kill your facebook feed

**Date:**

Environment Change #17 - Don't get lost on Twitter with Tweetdeck

**Date:**

Environment Change #18 - Make Youtube boring

**Date:**

Environment Change #19 - Use K9 Web Protection to discipline yourself

**Date:**

Environment Change #20 - Block ads, duh!

**Date:**

Environment Change #21 - Don't read! Save articles for later

**Date:**

Environment Change #22 - Use full screen mode

**Date:**

Environment Change #23 - Wipe out all files from your desktop

**Date:**

Environment Change #24 - Clean up your dock/toolbar

**Date:**

Environment Change #25 - Silence your phone (like REALLY silence it)

**Date:**

Environment Change #26 - Leave your phone in another room

**Date:**

Environment Change #27 - Remove all apps from your home screen

**Date:**

Environment Change #28 - Turn off notifications

**Date:**

Environment Change #29 - Wear headphones

**Date:**

Environment Change #30 - Train your coworkers

**Date:**

☐ Environment Change #31 - Say “I’ll have to check” - a LOT

**Date:**

☐ Environment Change #32 - The 2 minute rule

**Date:**

In case you need to refer back to the post:

<http://niklasgoeke.com/focus-on-what-matters/>