
Refold

A little revealing



Recording video content? Attending important Zoom meetings? Maybe you're a guest on a TV show and don't want the kids barging in during your monologue?

Our newest off-cut idea: a door hanger with icons that let other inhabitants know "no, not now". Or, flip it and pen a message with a whiteboard marker.

Keen?

[Vote it into production](#)

**The most underrated productivity
hack is in the room with you**

Productivity is an incremental mountain, made up of tiny choices and actions.

Often, we get so distracted by shiny systems and other people's hacks that we forget to look at the obvious.

And we mean that literally: look at the obvious. James Clear, author of atomic habits, puts it well:

“You don't have to be the victim of your environment. You can also be the architect of it... By sprinkling triggers throughout your surroundings, you increase the odds that you'll think about your habit throughout the day. Make sure the best choice is the most obvious one. Making a better decision is easy and natural when the cues for good habits are right in front of you. Environment design is powerful not only because it influences how we engage with the world but also because we rarely do it. Most people live in a world others have created for them. But you can alter the spaces where you live and work to increase your exposure to positive cues and reduce your exposure to negative ones.”

If you'd like to achieve more focus through environmental design, here are some of our suggestions – and yes, it's worth brainstorming this on paper:

Figure out what tools you need to start your daily tasks, whether or not they are digital. Make sure any physical tools needed to start the task are ON your desk, staring you in the face. Then, everything else should be out of sight. If the tool needed to start is digital, make sure you're set up for it to be the first thing you see. For example, go to your settings in Google Chrome and tinker with the 'On startup' options so that the necessary app/software/tab opens first – and no others. No surfing while you're working!

A bit cramped up working from home, no dedicated office? While going outside might work in the warmer months, sometimes living and working under one tiny roof is cold reality. Consider creating hypothetical divisions to give your brain the feeling of separation. Have you ever noticed that it's hard to stay focused near the kitchen because it just screams SNACK? Or hard to finish projects from the bedroom because it gently whispers ~sleep~... Or hard to study from the living room because suddenly you want to binge watch nothing in particular, any rabbit hole will do...? Congrats, you're human! Set up a pretend dedicated office space. To add barriers, you could try a backdrop, tall potted plant, floor screen, pegged sheet, or just pivoting a piece of furniture so that it interrupts the usual flow of a room instead of being pressed against the wall.

Manipulate your mood: some people work best in a minimalist, monochrome, architectural setting. Others need colour, chaos, and artistic vibes. Try removing clutter and decor from your environment and notice if it adds clarity or leaves you empty. Or, try adding stuff in... wall art, inspirational prints, vibrant patterns, that weird vase you got on your big OE that would look great with flowers just as soon as you get a second... and measure your mood again. Colour therapy is a thing when it comes to getting s**t done, but it's personal.

May you conquer your Wednesday and every other day, too 🍌

But first, the desk



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