

10 Places to Find Time to Think

1. In Your Car – The next time you are driving in your car, try the following experiment: Turn off your radio. Put your cell phone out of reach. Then, listen to the silence. I bet you won't be able to drive more than a quarter of a mile before you start to hear the thoughts in your head.

2. Before Everyone Wakes Up – OK, this is a time, not a place, but the early morning before the world gets up is a great time to think for yourself. Whether it is just you, or you are getting up before the morning kid chaos, find time for yourself before the day begins.

3. In Your Office – If you are fortunate enough to have an office for your job, shut the door and get some planning done. (Yes, you can shut the door.) Then when you are done, you can open the door and re-engage your team.

4. Go Outdoors – Going for a walk outside is a great way to get some peace. You don't have to go deep into nature. (Although that can be great, too). Many workplaces have walking paths or simply sidewalks where you can go for a quick walk and recoup your thoughts.

5. At the Coffee Shop – Many people find isolation in the public noise of coffee shops. Find a table in a secluded corner and get some work done. (Or bring the coffee shop to you with an app like Coffitivity.)

6. In Your Headphones – Use your headphones to create your own privacy. Shut out the noise. Play your favorite music. Even silent headphones can bring privacy and the expectation that you are not to be disturbed.

7. In the Library – There is a reason why libraries have a “quiet rule.” Go there to find a silent place to think and plan.

8. The Unused Conference Room – If your workplace has unused meeting space, make a meeting with yourself. Take advantage of empty meeting space to get work done.

9. At Lunch – It's nice to go out to lunch with the gang, but sometimes it's helpful to book lunch with yourself. Feed your body and your mind with a lunch date alone to think and plan the rest of your day or week.

10. The Secret Place – Every workplace has one. The secret room, hidden nook, or unknown alcove that only a few people know. Find your own secret corner to hide away and get some quiet time [GO](#)



