

BREATHING SPACE®: ACTION STEPS

WHAT YOU CAN DO RIGHT NOW

- Ask yourself, "How do I want to feel right now?"
- Choose how you want to feel.
- Live in this moment--the only point at which action can occur.

- Pare down the paper you've been collecting this week.
- Retain only the notes you will use and put into practice.
- Mail items back to yourself rather than carry them.

WHAT YOU CAN DO TOMORROW or the NEXT DAY

- Clear your desk of everything but the one task at hand.
- Arrange all files and tasks surrounding your desk into file folders, in order of importance.
- Begin working on the most important task and follow it to completion, or as far as you can personally take it.

- Thereafter, tackle the next most important task and work on it to completion. Work on one task at a time.
- Set up appropriate email file folders and use them.
- Change your voicemail and inform callers that you'll be handling calls from, say, 2 p.m. to 4 p.m.
- Establish realistic parameters for cell and palm top use.

- Leave promptly at closing time.
- Congratulate yourself on what you DO accomplish.
- Choose to be where you're heading after work, be it home, the health club, and so forth.
- Get a good night's sleep.



WHAT YOU CAN DO WITHIN A WEEK

- Surround yourself with items that support the way you work, including a water pitcher, a fan or heater, extra paper, pens, disks, or file folders.
- Look for files and data you can readily toss (or recycle).
- Stock your car with what you need for efficient travel.
- Begin to remove your name from mailing lists.

- Inform the people around you when you need quiet time.
- Set up multiple stations, thereby freeing yourself from carrying high-use commodity-type items.
- Begin managing the beforehand, anticipating challenges and tasks before they arise.

WHAT YOU CAN DO WITHIN A MONTH

- Drop unnecessary subscriptions.
- Streamline your office files to support you.
- Chuck (or recycle) what is not necessary to retain.
- Have your car tuned up and in top shape.
- Join a health club; if you already belong to one, go more often.

WHAT YOU CAN DO WITHIN THREE MONTHS

- Condition your home.
- Hire part-time helpers.
- Order by mail or phone.
- Have more things delivered.
- Take at least one long-weekend vacation and feel rested.

WHAT YOU CAN DO WITHIN A YEAR

- Condition all of your environments.
- Make all new choices about your life.
- Give yourself permission to have Breathing Space at will.

