

THE BREATHING SPACE DIFFERENTIALS

What would your life look like if you had *Breathing Space* -- the ability to tackle problems and challenges as they arise, the space and freedom to engage in conceptual and innovative thinking, and a sense of control and ease about each day? Consider doing these things:

- [] *Leave* home in the morning with grace and ease.
- [] *Focus on* the most important issues facing your organization, your department, your job, and/or your career.
- [] *Handle* and address the day's mail upon arrival, keep piles from forming, and handle phone calls within hours.
- [] *Enjoy* a leisurely lunch.

- [] *Depart* from the workplace at normal closing hours (usually) and feel good about what you accomplished that day.
- [] *Have* sufficient and up-to-date health, life, disability, and auto insurance.
- [] *File* your annual and quarterly income taxes on time.
- [] *Line-up* the resources you need to maintain breathing space: hired help, grocery delivery, house-cleaning services, etc.

- [] *Take* time to enjoy being with friends and relatives.
- [] *Stay* in shape and at your desired weight.
- [] *Make* time for hobbies.
- [] *Participate* monthly in a worthy cause.

- [] *Drop back* at any time to take a long, deep breath, collect your thoughts, and renew your spirit.

