

# Timeline for a Life of Breathing Space

	<b>One Day</b>	<b>One Week</b>	<b>One Month</b>	<b>One Year</b>	<b>One Career</b>
<i>Keep flat surfaces clear</i>	Except essentials, clear your desk	Re-organize your whole kitchen	Clear your office, home, and garage	Feel, be, and act more effective	Feel in control nearly all the time
<i>MTB: Manage the beforehand</i>	Place outgoing items by the door	Prepare in detail for meetings	Set up files in advance of a need	MTB for most issues in your life	Be better prepared to handle obstacles
<i>Condition your environment</i>	Rearrange your desk and drawers	Rearrange your office, all items	Rearrange your home	Condition your home and office	Each day, work more effectively
<i>Use multiple stations</i>	Rent a permanent gym locker	Store all small commodities	Align all of your life's stations	Effortlessly upkeep all stations	Carry less, worry less, and live more
<i>Pare down, less is more</i>	Reduce or chuck at least two files	Reduce or chuck at least ten files	Reduce a filing cabinet drawer	Reduce all of your excess holdings	Thrive in a clutter-free environment
<i>Make profound choices</i>	Let a friend choose where to eat lunch	Eliminate excess subscriptions	Choose high quality stimuli	Continually make profound choices	Rise faster than you had assumed
<i>Seek completions</i>	Acknowledge yourself often	Complete projects with more energy	Seek completions everywhere	Teach others about completion	Maintain great peace of mind
<i>Do one thing at a time</i>	<i>Be</i> at lunch; <i>be</i> on the telephone, etc	<i>Be</i> with your child or spouse	Continue handling one thing at a time	When on vacation, <i>be on vacation</i>	Employ your ability to focus