

ACTION PLAN

ADVICE FROM JEFF DAVIDSON, AT YOUR
BEST ADVISOR AND AUTHOR OF
BREATHING SPACE

A Portrait of the Good Life

What would your life look like if you had more breathing space in it—if you had the ability to tackle problems and challenges as they arose, the space and freedom to engage in creative thinking and planning, and a sense of control and ease about each day. How about these? You would:

- * leave home in the morning with grace and ease;
- * focus on the most important issues facing your organization, your department or division, and your job or career;
- * handle and address the day's mail upon arrival, keep piles from forming on your desk, handle phone calls within 24 hours;
- * enjoy a leisurely lunch;
- * depart from the workplace at normal closing hours (usually) and feel good about what you accomplished for that day;
- * have sufficient and up-to-date health, life, disability and automobile insurance coverage;
- * file your annual and any 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 be with and enjoy friends and relatives;
- * stay in shape and at your desired weight;
- * make time for hobbies;
- * participate monthly in a worthy cause.

And, finally, as a person with sufficient breathing space, you have the certainty that you can drop back at any time, take a long deep breath, collect your thoughts and renew your spirit.

At Your BEST

on and off the job

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PURPOSE: To provide authoritative, useful, easy-to-understand information that will help our readers reduce stress, be more energetic and balance the demands of home and work.

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