

ACTION PLAN

ADVICE FROM JEFF DAVIDSON, *At Your Best*
ADVISOR AND AUTHOR OF *BREATHING SPACE*

Stop the clock. I want to get off.

Among working adults, do you know any who consistently have unscheduled, free stretches of time? Life just races by, filled with activities and responsibilities.

Well, there is a way to stop the clock, give yourself some breathing space, and feel like you've actually accomplished something definite: Practice completions.

You're already a master of completion. When you wake up, you've completed sleep for another night, and you're fresh and ready to take on the next project: today.

Large or small, completions provide a mental and emotional break. They make you feel good and give you the "breather" necessary to get ready for the next new task.

Here are some completion tips:

✦ **Completions are not just for monumental tasks.** Completions can be acknowledged when finishing even a small subtask. Think of them as analogous to driving along a scenic highway and stopping periodically to get a breath of fresh air. At the end of a subtask, stretch out and think how far you've come.

✦ **Master the incompletions, too.** Even when you have to leave a job uncompleted, remember that you have energy invested in it. Don't give excessive importance to what's left unfinished without acknowledging how much of the project is already done.

✦ **Just say no.** Protect your breathing space by not initiating activities you don't have time to support. For some reason, we all tend to say yes when the request for our participation is in the future. We fantasize that in several weeks we'll feel much less pressured than we do now. Too often, as that future date arrives, we see our commitment as another intrusion.

✦ **End each day with a feeling of satisfaction.** Maybe you didn't get everything checked off your to-do list by the end of the day. But that's not nearly as important as acknowledging how much you did get done.

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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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