



Juliet Funt's White Space™
The incredible cure for...
"too much to do with too little time."

Juliet Funt's Basics of White Space™

Roads To White Space™ :

1) Less Stuff:

- Always keep some White Space™ on your calendar
- Ask yourself "Is there anything I can let go of?"

2) Less Well:

- Where is good enough, good enough?
- Remember that quite often "NOBODY DIED!!"

Obstacles To White Space™ :

1) Internalized Pace

- Application point: Say Thanks
- Application point: Micro-Meditations

2) Technology

- Application point: Juliet's Favorite Button
- Application point: The Email Diet

3) Poor Boundaries

- Application point: Physical Cues
- Application point: Address the Guilt

There are actually seven obstacles but you will have to come back for a longer session or sign up for our quarterly newsletter to hear about those :)

Juliet Funt's 30 All-Time Favorite Useful and Practical Tips for the Overwhelmed

These easily applicable ideas can help anyone thrive in the Culture of Insatiability. Program lengths vary, so you may not see all of them in your live presentation.

- ~ **Perspective:** Addiction has been defined as “Seeking the infinite where it cannot be found.” Take the time to question and challenge messages of insatiability all around you. Ask yourself, “Whose values are driving me today?”
- ~ **CCPP:** Aspire always to this deeply valuable group of business and personal attributes: Calm, Confident, Patience, and Present. Post them somewhere where you can see them everyday. Repeat them when you feel tempted to overdo.
- ~ **Gender-Based Stress Release:** Men, make sure you get enough sex and exercise. Ladies, make sure you get enough good ol’ fashioned girl talk. Men, remember to facilitate the ladies. And, if it can be said here, vice versa.
- ~ **Explicitly Negotiated Silence:** Silence is a precious stress combatant, especially for men. Gentlemen, when you can’t find it, negotiate. Trade periods of attention and listening for moments of complete silence.
- ~ **White Space™ for Calendar:** Protect the spaces between events on your schedule. Remember, everything takes longer than you think. Ask spotlight questions like, “What can I let go of?” and “What should I have turned down?”
- ~ **White Space™ for Meetings:** Next week at your staff meeting, let the agenda be all White Space™. Employ a facilitator but no agenda, just a white board and spotlight questions like, “What is on your minds?” and “Where are people stuck?”
- ~ **White Space™ Weekend:** Pick a weekend on the calendar and enter a family pact to plan nothing for those two days. Then get up on Saturday, pour a little O.J., and reclaim the invigorating feeling of making life up as you go along.
- ~ **White Space™ in Conversation:** Do you, like me, feel a compulsion to fill silences in conversation? DON’T. A steady practice of coming to sit easily with silence is great for the body, the mind, and the person who is talking to you.
- ~ **The 50/50 Rule:** The rule goes, “Anything that stresses you is 50% your fault until you have asked for what you want.” When feeling pressure, ask yourself what needs to be said. Try: “I wish I could tell _____ that _____.”

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- ~ **White Space™ on the Road:** Next time you get in the car, try a few minutes of nothingness instead of turning on your power switches. Let your body relax and focus on the road, shake your jaw to loosen it, and breathe, breathe, breathe.
- ~ **White Space™ for Parents:** What would you need to change to almost never rush your children? Try your best to go at their pace, allowing the breaks in action and conversation to be wonderful calming White Space™ for you both.
- ~ **White Space™ after Conferences:** Whatever length of time you block off on your calendar to travel to and attend a conference, get in the habit of blocking an extra half-day to assimilate, organize, and make implementation plans.
- ~ **Magic 3s:** To retain more White Space™, set aside at least three blocks per day of unscheduled time. Never go more than three hours in a row without a block of unscheduled time. Every day at 3:00, take a moment to align with your values.
- ~ **Sensory Meditation:** Use your senses as a doorway to get into the meditative state of stopping. Any time you pay close attention to only one sense, even for 2, 3 or 10 seconds, you will experience an immediate clearing and relaxation.
- ~ **Take a Face Break:** Try letting all of your facial muscles completely relax for 5-10 seconds. You may have to do this in private because it looks a bit silly, but it's worth it. Shake your jaw. Rub your temples. Let your eyes close.
- ~ **Transition Time:** Any time you switch hats in your life, pause to complete the shift in your focus and personality. Before shifting activities, stop and let go of thoughts and feelings tied to the previous activity. Get ready for what's next.
- ~ **Slow Walking:** Let the rhythm of your body inform your mind. If you are angry, walk in slight slow motion. Window-shopping pace is about right. If someone near you is mad, take them along. Can be combined with breathing or a face break.
- ~ **The Seven Dollar Diet Pepsi:** Seek peace where it already exists. I get an overpriced soda and sit in the lobby of a fancy hotel. Pick an environment where your whole self responds the moment you arrive. What's yours? A jazz bar? A mountaintop?
- ~ **Self Talk:** Take your best friend, your therapist, your spiritual guru, and the most loving elder you know and blend them into one voice. Meet the voice of self talk. Pick phrases that would calm you and say them to yourself again and again.
- ~ **The New R and D:** People are rude and dysfunctional, but we lose great calm in our lives when we are not prepared for this inevitability. Expect it. Anticipate it. Every time you are surprised from this moment forward it will be your fault.

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- ~ **Saying NO:** With or without a petticoat and a Broadway tune, the inability to say NO is one of the most common corruptors of White Space™. A simple program for improving: Answer requests with, "May I take 24 hours and get back to you?"
- ~ **Make a Date with Stress:** If something is weighing heavily on your mind, make an appointment to worry about it. Every time you stray back to the subject, remember it already has a spot on your calendar and try to move on.
- ~ **Hired Guns:** If the timekeeper at your meetings is too sweet to cut people off, you need a new one! They don't have to be rough or rude but, in this case, FIRM is your friend. And if you don't use a timer at all, then start.
- ~ **The Post-Meeting:** If certain agenda items have 70% of the table rolling their eyes and leaning towards the exit, consider having a post-meeting during which you discuss agenda items that can be categorized as optional.
- ~ **Good News Meetings:** Hold occasional brief meetings with nothing but good news. It is more fun if you don't tell anyone ahead of time. Open up the room after your announcement and ask if anyone else has glad tidings to share.
- ~ **iPod Emergency Track:** What music did you rock out to in your youth? What music really makes you smile, jump up, and dance? Keep an emergency collection in your iPod to plug into when life gets heavy. Don't forget "Brick House!"
- ~ **Jill's Toy Jar:** People talk more freely when their hands are full. Instead of food at your next meeting, fill a center bowl with Silly Putty, squishy balls, and other fun items that will get the fingers in play and the minds engaged.
- ~ **Nap Socks:** Keep items that create physical comfort for you in your office: comfy shoes or slippers, the NAP socks and blankets from Brookstone, your favorite beverages and healthy snacks. Fortify the senses to pacify the mind.
- ~ **Go Early, Bring a Book:** This one speaks for itself. Once the habit is engrained, your entire day will have a different tone. Don't cheat the clock. Everything takes longer to get to than you think. Extra credit for bringing something unproductive.
- ~ **Second-Tier Delegation:** Pick someone you almost trust and begin to habitually delegate to them. Suspend your distrust for the benefit of your White Space™. When they can do something 80% as well as you can, let it go.

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What change or addition could make it better?

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