

## Day 9: Give Yourself 10-15 Minutes of Spaciousness

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One common habit of office work is to crowd our days with back-to-back meetings or appointments, without breathing space (aka spaciousness!). When we do this, we are not creating the time to refill our water glass or go to the bathroom, much less to **properly reset our mind for the next endeavor to show up as our most strategic selves**. (And there is a decent chance we are showing up to that next meeting late and stressed).

The paradox is that the meetings feel so important that they must be squeezed in, and yet, by packing our days so tightly we are absolutely ensuring that the quality of our work will be reduced.



### Today's Challenge

Look at your schedule to see if there is evidence of this lack of spaciousness. **Where possible, make adjustments to your schedule so that there is at least 10-15 minutes between each appointment.** If this feels impossible today, start with 5 minutes and look for other creative strategies to create space for yourself. Stand up, take bathroom breaks when needed, sit across from a window and allow yourself to look out at the horizon.

### Deepen Your Practice

Make it a personal practice to block out 10-15 minutes on your calendar between any appointments you set up.