

## Breathing Space: Living and Working at a Comfortable Pace in a Sped-Up Society

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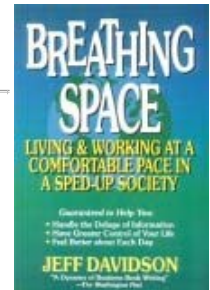
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### Book Description for ISBN-10 0942361326

The breakthrough book for a time-pressed generation. Major features in USA Today, The Washington Post, Boston Herald, Chicago Tribune, and 75 other newspapers, plus Executive Female, USAir, Office Systems 98, Leaders, and Mens Health. Explains why the information age is not here yet; for now, most people are drowning in the over-information era. If you face too much paper, too much to read, or simply too much to do, this book will change your life. Get in control of your space, and control of your time and life will follow.

### Reader Reviews of Breathing Space

**Read this book & see how much more you can accomplish in a day & how much more you can enjoy it!**



2007-02-12

Breathing Space: Living and Working at a Comfortable Pace in a Sped-Up Society by Jeff Davidson During the early nineties when I was embarking on my departure from the corporate world & entering the Corridor to pursue my entrepreneurial interests, one book caught my personal attention. At that time, I was told that "information doubled once every eighteen months". Alvin Toffler, John Naisbitt, & Richard Saul Wurman were already riding high on the information anxiety phenomenon, even though each of them has his own perspectives. The book I am referring to is 'Breathing Space'. I am gratified to note that this book is still available. Although some stuff may be dated as it was written during the pre-internet era, a lot of the strategies & tools advocated by the author are still applicable in today's context. First, the author defined 'breathing space' beautifully as: "You know it when you have it. It is the feeling of having time & space, of being in control, or content or relaxed. It is the room to be, to explore or to do nothing." Let me outline here the major parts of his work: 1. The root causes of the pressure you feel; 2. Hand tools; 3. Power tools; 4. Cerebral tools; 5. Metaphysical tools; Back in the early nineties, the book fueled me with a lot of valuable fresh insights, which empowered me to live & work at a comfortable relaxed pace in a 24-hour society: - information only becomes knowledge when it's applied; - choose to acquire knowledge that supports or interests you; - about 80% of papers retained in office environments are never used; - periodically, the sweetest choice is choosing from what you already have, choosing to actually have what you've already chosen; - whenever you catch yourself making a low-level decision, consider: Does this really make a difference? Get in the habit of making only a few decisions a day - the ones that count; - consider the value of any product, service or plan as two fold: (1) the intended benefit & (2) the ease with which you can understand, receive & enjoy those benefits. If it doesn't, don't buy it; - Rules of Thumb: any item that saves you one hour per week for a minimum of one year & costs US\$1,000 or less is an excellent buy; never mind if you purchased the latest or fastest model; there will always be

later & faster models; - any activity consuming 30 minutes of your day consumes two solid years of your life; - to get to know someone better, ask him what his life priorities are; - if you don't know what you have & you can't find it, it is of no use to you; - just because it is interesting or expensive doesn't mean you have to keep it; - being neat & being organised are not the same thing; - a powerful way to gain breathing space, perpetually, is by seeking completions; - preserve your weekends for recreational activities. You're worth it!; - if you're serious about having more breathing space, give up fast food forever! - you can increase the likelihood of experiencing time warp effect by removing yourself from the time measured environment - by hiding the clock; - one hour of uncluttered thought can yield more benefits than days of common desk work; - jump starting often enables you to capture your first & sometimes best thoughts; - use the day units as a convenient measure for charting progress in pursuit of your goals; - living in the moment does not mean living for the moment or living to get to the next moment. It means total, unconditional acknowledgement that what is now, is your life; that now is the only moment there is; - the relentless quest to move on to what's next keeps you from fully enjoying what's here; - longing more strongly for what you no longer have, rather than reveling in what you do have, is a guarantee that you will miss the present & all the magic it holds. Revel in what you have; - how you elect to feel is always your choice. the act of choosing is a simple but powerful technique that will further aid you in attaining breathing space; - when people make decisions based on instinct, they end up happier than those who make decisions based on careful analysis; - choosing to feel at home frees you to experience the present moment, wit its surrounding scenery, to the fullest; - when you are off course, re-direct your energies. Ask: "What do I want right now?" - go for a walk if you are stymied; - most decisions you could make are of little consequence. Not choosing can be restful! - some people remain poor is that they accommodate poverty...as difficult as it is for them to live in abject poverty, they are not willing to accept the difficulty of making a better life for themselves (according to Prof Kenneth Galbraith); - get ruthless, drop what doesn't support you; - constantly read your priorities & goals list; - clear all your files of deadwood; - count twice; look for all the ways to re-apply the work you have already done; Even up to today, the insights from the book still work for me! Many thanks, Jeff, for a wonderful exposition! To conclude my review, let me say this: Read this book & see how much more you can accomplish in a day & how much more you can enjoy it!

### **Great book!**



2006-06-07

This is a very insightful book and one that is unlike most others that I've encountered. The author maintains that the typical person in our society today is in a super-rush because of forces that uniformly impact us all. He then proceeds to lay out in a very logical fashion how to counter-act these forces and take control of your day as well as the spaces in your life, like your desk, your car, your closets, and so on, so that you're in control more of the time. I particularly like the sections called "Fresh Air" which are bulleted points offering innovative ideas for getting back in charge of your life.

### **Overcome stress**



2005-05-05

This book is nothing short of a sensational. It is one of the most forward-thinking texts I've encountered in quite a while. Starting with the premise that an over-populated world creates more information and communication than the typical person can keep up with---more media, more paper, and more choices---you begin to gain a sense of why each day feels as if there's too much to do, too much to know, too much to keep on top of. With this book, you gain a perspective that enables you to approach your day, your week, your month and so on in a more common and reasoned fashion. Some of the tips in the middle and latter chapters I have seen in otherbooks, but in this context they seem to work particularly well. I like theauthor's approach in giving out the tips based on hand tools, power tools,and cerebral tools. If you are experiencing increasing time pressure or stress, this is the book for you.

### **Easy read, VERY helpful!**



2005-02-01

"Breathing Space" is a wonderful concept and is laid out nicely by the author in this easy-to-read book. It's only about 210 pages but mercifully, most pages don't contain a lot of text. So it's easy on the eyes, and easy on the mind. I agree whole-heartedly with the author's premise that the pace of life has sped up because of what he calls "macro-realities," a sort of mega-trends that are here now and continue to impact every element of our lives. Buy this book for yourself and for people you care about. It'll give you insights and perspectives that are unique and vital. More important, you'll have a broad-base understanding as to why we all seem to be in such a hurry all the time, and have a real good chance of getting past this trap.