

## TIME BOSS 2 – CALL SUMMARY

### THE IMPORTANCE OF PROPER HEADSPACE

Headspace helps us with a few key things:

- Giving us time and space to process what's going on
- More headspace in the day usually improves evening stress / sleep issues
- Gives us space to reconnect with ourselves and evaluate what we want and need
- Helps us defrag from all the noise and info
- Let go of things and make space / energy for new things
- Helps us change pace
- Helps us work ON our lives – rather than rattling around in it
- Helps us transition from the different identities in our lives
- Means we remember who the f\*ck we are!!
- Means we can temporarily escape the grind
- A place to be – human beings not human doings
- To take a break – we all need more 'proper breaks'

Here are some simple ways to create headspace:

- Less time on tech
- Creating more quiet time – short pockets go a long, long way
- Book ending your days and weeks with head-freeing / energy boosting things - It's sandwiching DOING with some BEING
- Create a quiet headspace place and create a headspace anchor for yourself
- In the moment headspace by creating reaction time rules
- Challenge all information you take in – what do you need to know V what you are actually taking in
- Create non-information space – non negotiable slots, great around focused work
- Create regular slots – SIMPLE and SMALL to start with
- Non-negotiable headspace slots – morning / evening 2 minutes
- Mini headspace slots – 5 mins 3 x a day
- Lunchbreak – Reclaim your lunch break – use the optimum week to map out your lunch breaks
- Chosen information enhancing slots – information that makes you feel good!
- Look at who and what you have headspace for – and put boundaries in to those who take up too much time, energy and headspace
- What headspace do you personally need?
- Thought free space – diversion techniques – music /

**Headspace robbers also include** – Alcohol, trauma, stress, lack of sleep, overwhelm, overactive brains and indeed neuro-diversity.

**Headspace booster include** – Exercise, good quality sleep, meditation, diaphragmatic breathing, hobbies and anything relaxing and fun! As well as getting help and support too! 😊

