

White space effect and time management

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Concept of white space effect

White space

- In design, it is empty space around the content and functional elements of a page.
- In Psychology, it means to leave appropriate space or social distance





White space effect and time management



Good v.s. poor time management

Good time management

Benefits include:

- Greater productivity and efficiency
- A better professional reputation
- Less stress
- Increased opportunities for advancement

Poor time management

Consequences include:

- Missed deadlines
- A poor professional reputation
- Higher stress levels
- Inefficient work flow
- Poor work quality

Leave white space

When you under high pressure in time management, you may leave some white space and try to:

- Allow time for interruptions
- Avoid multi-tasking
- Manage social media
- Batch items
- Speak instead of email

A close-up photograph of two business professionals in an office setting. They are seated at a desk, looking at documents. One person is holding a pen and appears to be writing or pointing at a document. The other person is also looking at the documents. The background is slightly blurred, showing office windows and interior lighting. A semi-transparent dark horizontal band is overlaid across the middle of the image, containing the main text.

To explore more opportunities

Try with more opportunities

We are always in control of our time, we build the lives we want and the time saves itself.

Heal yeah or no

The daily highlight

Protected time

Delegation

Automated scheduling

The choice to be satisfied

Next year's proposal

Family holiday letter

Career, relationships, self

A person is seen from behind, standing on a dark mountain peak. They are looking out over a vast landscape of white and grey clouds. The sky above is a mix of blue and orange, suggesting a sunset or sunrise. The overall scene is serene and expansive.

Please study Unit 2 Personal Effectiveness for more details