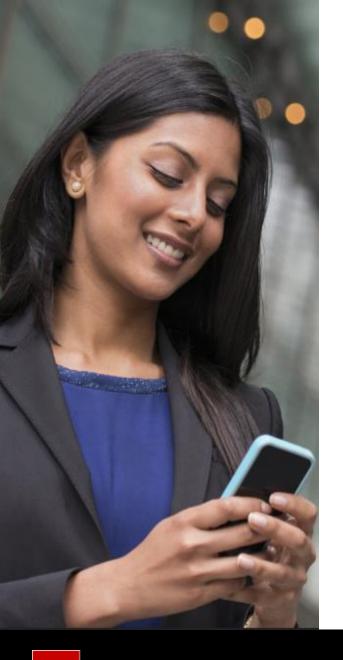
## White space effect and time management

清空大脑, 赶走压力

吴平, ACCA会员



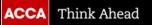


#### Contents

- Concept of white space effect
- White space effect and time management
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## **Concept of white space effect**





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#### 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







Think Ahead

ACCA

#### 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



## To explore more opportunities



10001

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### **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



## Please study Unit 2 Personal Effectiveness for more details

