

WhiteSpace

Digital Micro-Learning Content Journey

BREAKING THE TRANCE

Many of us are trapped in a cycle of reactive busyness, and our work pace keeps accelerating. In this first section, we prompt learners to pause and evaluate their situation through the lens of WhiteSpace.

THE THIEVES OF PRODUCTIVITY

Next we focus on four fundamental workplace virtues: Drive, Excellence, Information, and Activity. They fuel many individual and organizational successes, but when taken to extremes — something that many high-performers routinely do — they actually become liabilities.

WHITESPACE FUNDAMENTALS

Here we explore the fine art of appropriately saying “no” to preserve our capacity for high-value tasks. We also show individuals how to insert small sips of WhiteSpace into even their busiest days.

THE TOOLS THAT TURN ON YOU

Now that learners have established the necessary WhiteSpace mindsets, we shift our attention to the reductive work around various workplace tools.

EMAIL: Many of us feel we’re drowning in email. So now we focus on matching a conversation’s content with the right medium, and defusing the presumption of a real-time response. We can’t be online 24/7, so we talk about the need for purposeful, periodic abstention. Finally, we define the ideal email: one with clarity, brevity, and punch!

TEAMS: In highly matrixed organizations, persistent fire drills and interruptions routinely degrade productivity and quality of work. Next, learners discover how to make micro-changes within a team’s culture and reshape these norms.

MEETINGS: Too many of us race breathlessly between meetings without any transition. When we arrive, we suffer silently. Here, WhiteSpace focuses on the essentials for effective meetings — so that people have the focus they need to drive any discussion forward.

PHONES: We’re seemingly inseparable from our phones; they’re often the first thing we look at in the morning and the last thing we look at before bed. In this section, we address the costs of this Constant Connectivity. We also explore the damage of Present Absence, becoming immersed in the phone without awareness.

THE INVISIBLE HABITS OF EXCELLENCE

Now that the learners have reclaimed capacity, it’s time to focus on how to apply it in the most effective ways. Next, we examine ways WhiteSpace can be used to gain new insights and creativity — looking ahead, looking around, and looking within.

WHITESPACE AT HOME

As we near the end of the WhiteSpace series, we turn our attention beyond work to home life. We describe how to take a guilt-free vacation and how parents can introduce the concept of WhiteSpace to their kids.

WHITESPACE MAINTENANCE

Finally, we conclude with a discussion of WhiteSpace Maintenance. Learners are equipped with strategies to sustain these mindsets and behaviors long after the series ends.

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Digital Micro-Learning List of Modules

BREAKING THE TRANCE

- Lesson 1:** Introduction to WhiteSpace
- Lesson 2:** The Hidden Cost of Busyness
- Lesson 3:** Social Conformity

THE THIEVES OF PRODUCTIVITY

- Lesson 4:** Redistributing Effort
- Lesson 5:** Redistributing Excellence
- Lesson 6:** Limiting Inputs
- Lesson 7:** Activity

WHITESPACE FUNDAMENTALS

- Lesson 8:** Saying No
- Lesson 9:** WhiteSpace 101

THE TOOLS THAT TURN ON YOU

Email

- Lesson 10:** 2D vs. 3D
- Lesson 11:** The Presumption of Real-Time Response
- Lesson 12:** Purposeful, Periodic Abstention
- Lesson 13:** Clarity, Brevity, and Punch

Teams

- Lesson 14:** Fire Drills
- Lesson 15:** Karma of Interruptions
- Lesson 16:** WhiteSpace 50/50 Rule
- Lesson 17:** Equanimity

Meetings

- Lesson 18:** SBH (Shouldn't Be Here)
- Lesson 19:** Meeting Invites
- Lesson 20:** Hall Time
- Lesson 21:** Cotton Candy

Phones

- Lesson 22:** Constant Connectivity
- Lesson 23:** Present Absence
- Lesson 24:** The WhiteSpace Capacity Key

THE INVISIBLE HABITS OF EXCELLENCE

- Lesson 25:** Introduction to the Invisible Habits
- Lesson 26:** The Map
- Lesson 27:** The Workshop
- Lesson 28:** The Mirror

WHITESPACE AT HOME

- Lesson 29:** WhiteSpace at Home / WhiteSpace and Kids
- Lesson 30:** Vacation
- Lesson 31:** The Ride

SERIES WRAP-UP

- Lesson 32:** WhiteSpace Maintenance