



## Free Report No.2

# How to create more personal space

Would you like to have full ownership of your personal space?

Having ownership of your personal space is central to everyone. However, the feeling of a lack of space is all too common place.

The world is now a very crowded and busy place to live in and finding and keeping your own space can sometimes be a challenge.

Personal Space can have many meanings but the one I like is *“Sufficient freedom from external pressure to develop or explore one’s needs, interests and individuality”* In essence it is your space to do your own thing.

How much space you have, want or need is both personal and determined by environmental factors such as money, culture, family, land availability etc.

However, no matter how space each of us has, we can personalise it and make it feel special to us whether it be a castle, a mansion, a one-bedroom apartment or as in the case of some Far Eastern countries, a pod-dwelling. Even if we share a property with others, you will still have some component of it that is just yours and this you can turn into your very own haven to escape to.

Personal Space can be considered in two main ways: Internal and External.

## **Internal Space**

Inner Space tends to involve the mind, and finding clear thinking space can be a challenge. We all tend to think far too much and listen to the constant chatter from that little voice inside our heads. So developing strategies to keep this chatter to a manageable level or better still turn it off (or “Shut the Duck Up” – as Pete Cohen would say) is paramount to your success in this.

Methods of Mind-Clearing are:

- Meditation
- Reflection
- Journaling
- Visualisation

### **Meditation**

Meditation can be done either on your own as a self-meditation, or as a guided meditation using CD's or DVD's or with the help of a group. Both are equally as effective it just depends on your particular preference, as well as your circumstances as to whether a group-guided meditation is actually possible.

As a means of clearing the mind, meditation is one of the best and most effective ways of doing this in a relatively short space of time.

### **Reflection**

Reflection can be a very effective tool to clear the mind by wandering through your many thoughts and disregarding the ones that are not serving you well. This is more a decluttering of the brain exercise rather than a total mind clearance as you would get with meditation but both are equally effective in their own ways. It really depends on how deep a mind clearance you are seeking.

### **Visualisation**

Visualisation as a tool can be hugely effective in bringing to the forefront of your mind the things that are important to you and the

things you are seeking to achieve whether that be a new job, a new house, weightloss or whatever else you are seeking in your life. By creating a visualisation you can instantly clear space in your brain and allow the positive thoughts of a better and brighter future to take over.

### Journaling

Journaling as a means of dumping your many and varied thoughts onto paper and thus clearing valuable brain space is a fantastic tool.

What you write doesn't have to be a beautifully composed piece of prose, it can be a jumble of random thoughts. The key thing is to just dump as much of the junk from your over crowded brain onto paper to create a beautiful clear space for the thoughts you do want to have. As a daily task this is very effective as a stress reducer and for putting as sense of proportion back into your life.

To make this task even more effective, schedule it into your daily routine. It is very effective if you do it last thing in the evening before you go to bed – you may even find it helps with your sleep patterns as well.

Journaling is very personal and you may not wish for others to see what you have written so be sure to keep your journal safe.

Your journaling can be done in any notebook or on any scrap of paper, but in order to see this as a special self-care task, why not purchase a new notebook just for your journaling, one that is quite distinctive with a cover that reflects your personality or colours you love – something that is unmistakably yours.

## External Space

External space can often be thought of in terms of your personal comfort zone and how happy you are in this space.

It usually reflects the physical space we occupy and tends to take 3 main forms:

- Intimate space – the space your body fills
- Habitat – where you live, your immediate surroundings
- Spatial Empathy – awareness of the space you occupy in proximity to others

## Intimate Space

Your intimate space is not only personal to you but very private. So keeping this as free from outside interference as possible is essential. This space can be more than just the space your physical body occupies but also the spatial zone around you that each of us has.

The size of your spatial zone can vary enormously from person to person. Some individuals have a very wide spatial zone and find it very intrusive if someone stands too close to them. Others have a narrower spatial zone and are not affected by the proximity of others even if they brush up against them. You will be aware of what your level of spatial zone is just by knowing how you feel if someone gets too close. To get an exact measurement, you can test this out with friends or people you trust. Stand in one place and get your friends to stand around you at different distances from you then get them to move a little closer. When you feel a sharp intake of breath or butterflies in your stomach you know you have reached your maximum spatial comfort zone – remember this when you are out and about.

## Habitat

Your habitat or the environment you live in can play a huge factor in how you live your daily life. No matter whether you live in a huge mansion or a one-bedroom apartment, the sense that this is your space is important to you.

We tend to create our living space into our own personal cocoon from which we shield ourselves from the outside world. This is hugely important in protecting our personal space.

Making your living space a peaceful place to be, somewhere you can retreat from the onslaught of the rest of the world is a major achievement.

To make your living space into your own haven and somewhere that reflects the true you, you could think about some of the following:

- Decoration
- Lighting
- Furniture/ floor and wall coverings
- Feng Shui
- Plants/ Ornaments
- Minimalism or opulence
- Decluttering

This doesn't have to be an expensive task – just as long as the final outcome is somewhere you want to call home and it feels wonderful to you.

## Spatial Empathy

Your spatial empathy is strongly linked to your intimate space. By recognising where your own spatial zone is, you are in a greater position to be aware of that of others. Having this awareness will not only add to your own sense of space but will be highly respected by those you come into contact with.

Although spatial empathy and your spatial zone are to all intents and purposes invisible, this nonetheless does not make them intangible – they are very real and very personal.

A key component of spatial empathy is knowing or learning where people's spatial boundaries are. Sometimes it will be very obvious i.e. people will take a step back from you , but other times it will be hard to judge and you really only know that you have over stepped someone's boundary when there is a change of voice tone or worse if they cease the conversation altogether.

Sometimes if people are highly sensitive about their spatial zone, they more vocally e.g. "Back Off!" and worse still they may put their hand up as though to push you away.

Thankfully most people will realise when they have overstepped someone's spatial boundary before it gets to serious – but you need to be aware of the unexpected!

### **Summary**

In essence, personal space is very individual and just being aware that we all have different needs and expectations will be enough for most people to be aware of.

A word of warning:

Once you have found and secured your personal space, you will find it hard to relinquish!

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A NOTE FROM THE AUTHOR

I hope you found this short report helpful to you.

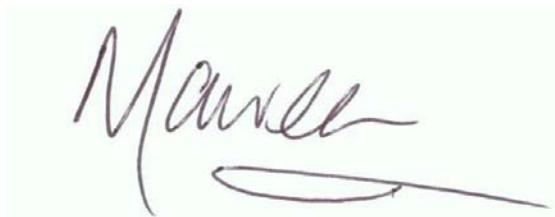
If you would like to find out more information about regaining personal time, space, energy and self-care then I invite you to visit The Calm Coach website - [www.thecalmcoach.com](http://www.thecalmcoach.com), where you will find more free reports and information to move your life into the calm zone.

To contact me directly:

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Kindest Regards

A handwritten signature in black ink on a light green background. The signature reads "Maureen" in a cursive script, followed by a long, horizontal flourish.



## ABOUT MAUREEN YORK

Maureen is a caring, sensitive and highly professional coach who has been helping to develop people's careers and lives for over 15 years in a higher education/training environment.

Through The Calm Coach she now brings her passion for helping others into a dedicated coaching practice combining life coaching and raw food coaching to help the busy and overwhelmed to once again breathe, thrive and grow.

No matter where you are at in life, Maureen can help you make the changes that are right for you, and help you to once again breathe, relax and feel more joyful as you bring the breathing space back into YOUR world.

The Calm Coach offers a suite of coaching options from one-on-one sessions and packages through to group programmes, workshops and other events.

To discuss what option would be most suitable for you, please contact Maureen directly as follows:

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