

A MINUTE TO THINK

Juliet Funt

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With thought-provoking insights and actionable tools, Juliet Funt has become a globally-recognized expert in helping leaders cope with the “age of overload” in which we all live and work. Funt is the CEO and founder of the Juliet Funt Group, a training and consulting firm helping organizations reclaim their creativity, productivity and engagement. Her new book, *A Minute to Think*, released at the 2021 Summit.

Juliet Funt reminds leaders of a law of nature that affects every area of life but is often absent in leadership—space. White space is an oxygenating space that breathes creativity and clarity back into our lives. Funt shares four ways to leverage white space for teams to do their best work: recuperate, reflect, reduce, and construct.

Transform Work

Juliet asks the question, “In what ways can we transform work so it’s no longer the hardest part of people’s lives?” How would you and your team respond to this question? Note your responses in the space below.

Pause to Recuperate

Funt describes “the wedge” as a small portion of open time inserted between two activities. It’s used specifically to pry apart actions or events that without it would have been connected. The wedge buys you a moment to think, plan or compose yourself and when applied as a team, it dramatically lowers stress and helps preserve equilibrium and focus. As a team, use Funt’s questions, to determine ways your team can recoup.

- How and when can we truly clock out each day?
- What are the times before and after which we won’t take calls?
- What’s our official agreement about taking disconnected vacations and PTO days?
- Are we as leaders modeling these replenishing behaviors?

Pause to Reflect

Funt reminds leaders that leadership ends, and your legacy will be left. We can make the most of our time today when we consider the legacy we want to leave behind. Take some time to write a legacy letter to yourself in the space below. Describe specifically the ways you would like to feel looking back.

Then as a team and depending on your comfort level, share your letters with each other. Were there any patterns or similarities? Using the letters as a jumping off point, take time to determine what kind of future does your team want to create together?

Pause to Reduce

Funt shares her SBH model—“Shouldn’t Be Here”—to practice awareness of unnecessary meetings and moments you can reduce. Over the next few days, use the chart below to track moments at work when you are bored, digitally distracted and not contributing or benefitting. During four of your meetings, ask yourself Funt’s SBH questions and fill out the chart below:

“SBH” Questions	Why am I bored?	Am I the wrong person to be here?	Am I redundant with other peers in the room?	Is all the content something I could have just read?
<i>Meeting 1</i>				

<i>Meeting 2</i>				
<i>Meeting 3</i>				
<i>Meeting 4</i>				

As a team, share with each other what learnings you discovered filling out the chart above?
What action can you take to either minimize those moments above, or alter your engagement to reduce time and energy waste? In what ways can you support each other as a team in this endeavor?

Pause to Construct

Funt shares the fourth way to leverage the pause is to construct. Take 30 minutes as a team to ideate possible solutions to a problem that you are currently facing. Like Funt suggests, don't stop when you get one or two good ideas; keep exploring. Set aside your good thoughts to see if a great one follows. Note your ideas below.

After 30 minutes assess your list of ideas, and as a team, identify the top one or two ideas that have the most merit, energy from the room, or consensus from your team? List them below and determine next steps to execute them.

ACT:

Having worked through all four kinds of pauses, (recuperate, reflect, reduce or construct), as a team, take some time to reflect on how these pauses have benefited your work and creativity.