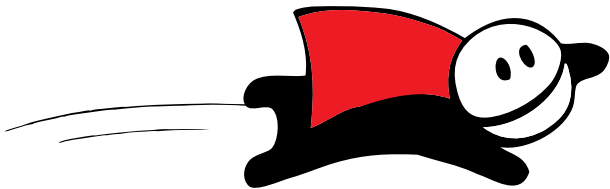
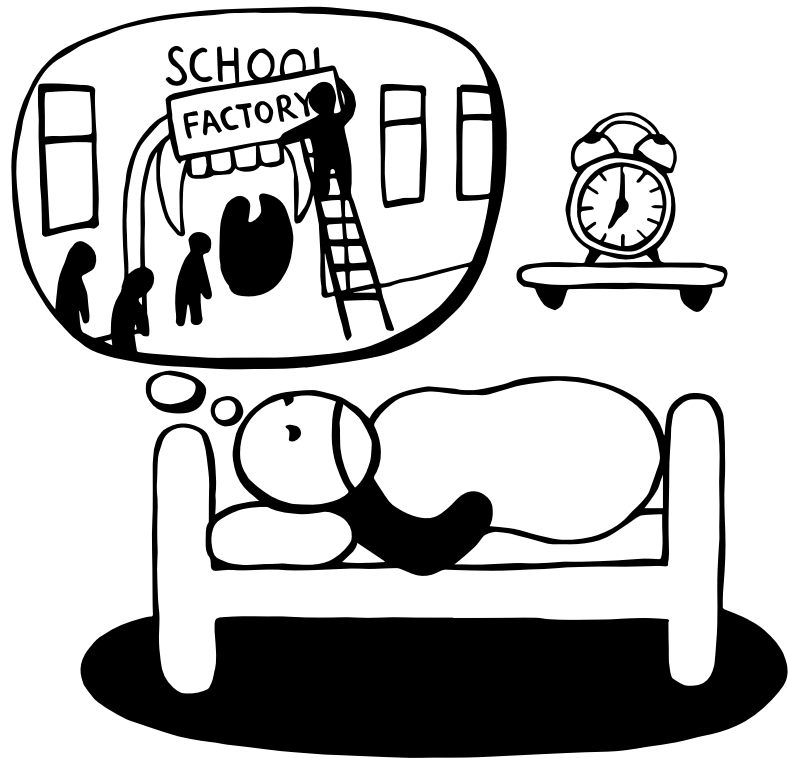


# SUPER NAVIGATOR



A JOURNEY THROUGH  
FOUR UNIVERSES  
TO BECOME A  
SUPER NAVIGATOR



Imagine a world without time. Imagine a world without choices. Imagine a world without relations. That is how life begins. When you are born, you are likely to have 30,000 days and nights ahead of you – or 2.5 billion heartbeats.

Your first relation in life is to your family. In childhood we navigate among 4 to 6 communities of practice – the number increases with age, as does the number of choices. Life consists of choices. Which opportunities do you want to realise? And are you conscious of your deselections as part of the process of choice?

# BECOME WHO YOU ARE



**E**ach of us has our own biological rhythm and sense of time. Our awareness of these natural rhythms has been inhibited and shifted by introducing clock time, regular work periods and demands of physical presence – first by the monks and then by industrialisation and theories of efficiency. Yet today over 80% of a company’s value is immaterial. The value resides in concepts, ideas, innovation, creativity, management and brands.

If we want to discover our times of peak performance, then we will need to shift our focus from clock-time to inner-time. We have to design individual work times, work areas and work rhythms that support each person’s ability to do their best work.

**F**amily life and work life have been radically changed. It is a futile struggle trying to re-create the boundaries between work life and family life as they once existed. Meanwhile, the present and the future are about finding the necessary balance between work and private life.

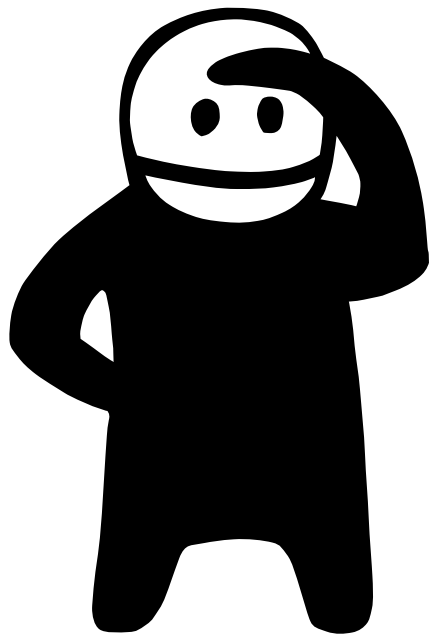
We have to face the fact that the industrial time and body control, as represented by the idea, “I see you, therefore you are working,” is now relatively meaningless. This is because knowledge work, which is the work of thought, can take place anywhere and anytime.



**T**he challenge for companies and societies is to create a culture that supports individual ways of organising life.

As a collective we can support the individual to find his or her own direction and balance in life. As individuals we need to regain power over our time, to set our own goals and navigate by them – otherwise others will take control of our time and our direction.





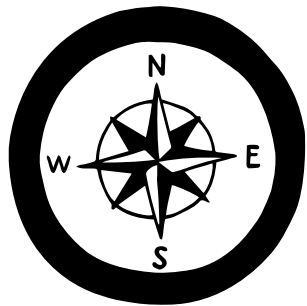
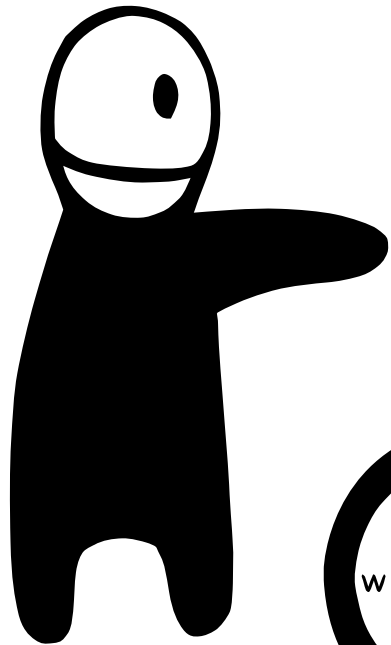
# THE TIMEKEEPER

To become a true Super Navigator, you have to work with four areas: Time, goals, rhythm and spaces.

First you will become a Timekeeper.

A Timekeeper has awareness and control of his time. There are 168 hours in a week. How do you spend your time?

Your first counsel is this: Find time for yourself – people who give life to themselves, give life to others. The Timekeeper gives you *overview*.



# THE PILOT

You have now reached the Pilot.  
Here you will gain *focus*.

The second counsel is to establish your direction. If you do not have a direction in life, you become a victim of spurs of the moment – you are captured in the tsunamis of possibilities and subject to control by the whims and desires of your surroundings. Use your inner compass to find your life strategy, and then find 3 to 4 focus points in life.

Long-term thinking can enhance the ability to make short-term decisions.

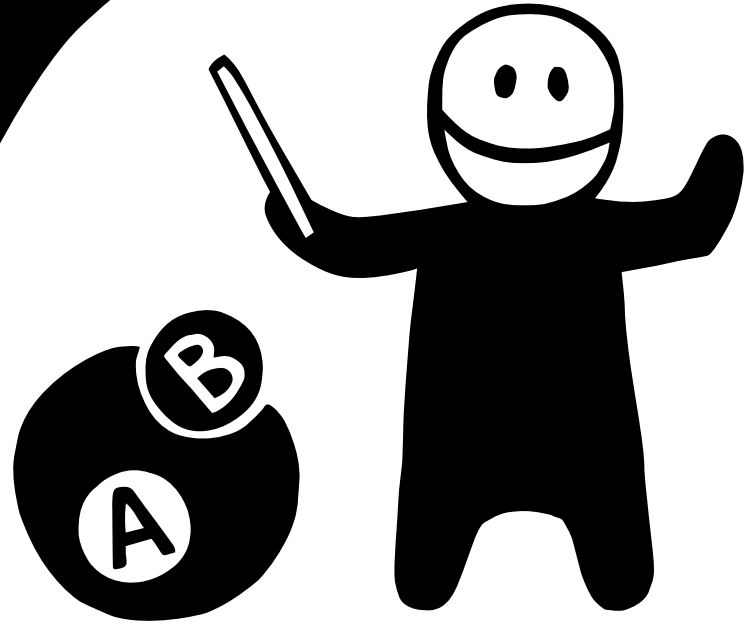


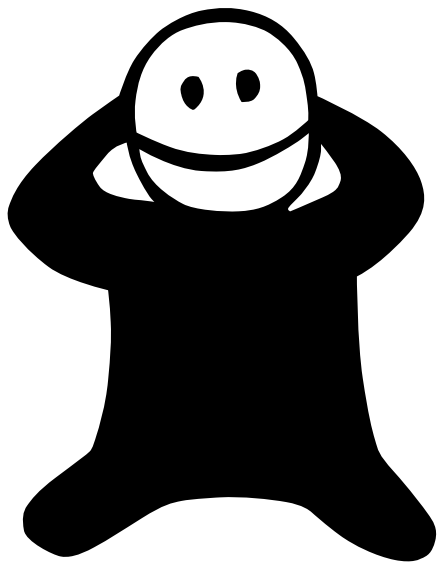
# THE CONDUCTOR

The Conductor works and lives in her own natural rhythm.

The third counsel is to find your own *rhythm* – a rhythm is established by your natural cycles of activity followed by restitution. Are you an A-person or B-person? At what times are you most productive?

A-persons work best in the morning and before lunch. B-persons work best in the afternoon or evening.





# THE SPACE CREATOR

Ultimately you'll become a Space Creator. The Space Creator is choosing the right environment for the right activity.

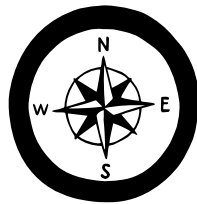
The fourth counsel is about creating or finding your own space for *calmness*. A lot of people can't work at the workplace because of interruptions. After an interruption it will take you 20 minutes or more to get back to focusing on your task.

Use the frog to signal, "I'm on a task, so kindly 'frog off'."

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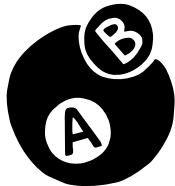
## OVERVIEW

CALMNESS



FOCUS

RHYTHM



**A** *Super Navigator* is a person, who is able to navigate through everyday life's inferno of possibilities, demands and information. In order to enable the individual to navigate and take responsibility for his or her own work-life, the right navigation tools are needed:

*Overview – Focus – Rhythm – Calmness*

**D**o you want to recruit the best talents?  
The best talents demand flexibility.  
Unleash the power of your organization.  
Set your thinkers free!

Super Navigators designs individual work times, work areas and work rhythms that suit each individual.

Become a workplace of Super Navigators.

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