



Why overwhelm will bury you – here's how you can change it...

Quick Tip 2: Interrupt Overwhelm → Simplify

1. Put things into perspective

- ✓ What is important?
- ✓ What is realistic?

2. Prioritize in 3 boxes/blocks

- ✓ TOP 3 THINGS - Think about what are your absolute/must do high priority that needs your attention... What do you need to do first? Who else does it involve? Set a timeframe now for each of those things.
- ✓ NEXT 3 THINGS – what are the next 3 priorities after that? Do they need to happen today or is tomorrow realistic and acceptable? Set a timeframe now for each of those things.
- ✓ LET GO OF TODAY – what can you realistically let go of today? Whose priorities are they? Can you delegate it? When can these things be done by?

Tick off the items as you go...

| TOP 3 THINGS |
|--------------|
| 1. |
| 2. |
| 3. |

| NEXT 3 THINGS |
|---------------|
| 1. |
| 2. |
| 3. |

| LET GO OF TODAY |
|-----------------|
| 1. |
| 2. |
| 3. |

3. Go from 'rush' to Zen

Make a deliberate decision to calm yourself down. Remember your physiology effects your psychology – uptight and rushing doesn't mean you're efficient!

- ✓ Notice your breathing. Take a deep breath and drop your shoulders as you blow out the air – do several of these until you feel yourself grounding and becoming more present.
- ✓ Deliberately slow your pace down – slow your hands down, slow your feet down... it may seem counterintuitive at first but changing your physiology will calm your mind down so you can think more clearly, be more efficient, more strategic and get back in control.

Where can you put this as a reminder of how you can interrupt feeling overwhelmed?