

When you

Feel

Overwhelmed



Worksheet

Overcome Overwhelm in 3 simple steps

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1. Brain Dump

Dump out all of your thoughts. Write EVERYTHING that comes to mind, Keep asking "What else?" Use an extra sheet of the paper if necessary.

2. Prioritize

Look at your list above. Place the MOST important 2-3 tasks/appointments (the must do's) into the appropriate days below. Make notes of things that you might do. If they don't get accomplished push them to another day with time.

Monday

Notes:

Tuesday

Notes:

Wednesday

Notes:

Thursday

Notes:

Friday

Notes:

Saturday

Notes:

Sunday

Notes:

3. Review the plan

You're almost done!

Ask yourself the following questions and make adjustments as needed to the schedule...

Have you overbooked yourself?

Is there anything on the list that I want to say no to OR that I want to delegate? Example:
Ask husband to stop at the store, or choose not to go out for dinner.

Is my schedule attainable? Are the tasks too large to fit in one day? If so, break them into several small tasks over several days.

VOILA! You now have the ability to "see time". This will guide you through the week. Glance at it routinely, check tasks off as you complete them, and try to enjoy the freedom you feel from not having to worry about forgetting "all the things".
I promise, it's a game changer!

If you find yourself in need of extra support getting back on track or reaching your goals check out our group coaching and individual coaching programs.

Support is just a click away and the consultation is on me!