



Feeling overwhelmed by all that you need to do?

Follow this simple strategy
to get yourself out of
overwhelm and into calm!
End up with a workable plan
that you didn't even know
was possible!



Help!

Introduction



How often do you find yourself in a situation where you feel so stressed because there are simply too many things that need to be done and it feels like there is not enough time to do them all?

As a time management and organisational specialist, I am always looking for different ways to manage the many hats that I wear in my own life; running a business, managing kids and a household, serving on school committees and being an active member of Toastmasters, taking roles and preparing and practicing speeches, running the Saturday rugby tuck shop, going to gym, jogging and exercising the dog, being one of the creators and facilitators of a 7 week online course, finding time to chat to my 2 kids who are overseas and are in completely different time zones (calls mainly fall during my work day), spending quality time with my partner and other two kids and still having time to myself. And so the list can go on and on! I am sure many of you have equally long lists.

That feeling of overwhelm can cripple you, making you feel constantly stressed, forget things, feel like you are dropping balls, letting yourself and others down.

If you follow the instructions and do this exercise, you will feel the stress melt away as you clearly identify what the most pressing things are and how and how getting these stress triggers done first, will enable the rest of your day and week to flow with ease.

This exercise can be done over and over and you will find it works every time! **Let's get started!**

Alison



Here's what you are going to do...

- #1 Brain Dump
- #2 Categorize
- #3 Prioritize
- #4 Commit and Schedule
- #5 Make this a habit



#1 Brain Dump

- Find somewhere quiet where you won't be interrupted, to go through this exercise.
- Print out this booklet and have ready, your pen and a colour highlighter.
- Start writing the things that you need to do; just let them all come tumbling out of your head and onto the paper.
- There are 3 pages, you don't have to fill them all, but make sure you include everything that is buzzing around in your head causing you to feel stressed.

#2 Categorize

- Think of the different areas of your life e.g. work/business, family, household, projects, or any other categories relevant to you.
- On the 4 sheets that follow, fill in a category heading on each sheet.
- If you have more than 4 categories, you can group them or print an extra sheet or two.
- From your “brain dump” sheets, transfer your “to-do’s” onto the sheet in the category that it fits into.



“Do something today that your future self will thank you for”

Category:

“A strong woman looks a challenge dead in the eye and gives it a wink” - Gina Carey

Category:

“It always seems impossible until it's done” - Nelson Mandela

#3 Prioritize

- Look at each of the lists individually.
- Pick between 1-3 items on each list that are really important and highlight them.
- You should end up with between 8-12 things that are really pressing to get done. These will generally be the things that are causing you the most angst.
- They will most likely be a mix of things that could take you anywhere from a few minutes (e.g. an important phone call) to a couple of hours to do.

#4 Commit & Schedule

- Identify the things that you can do really quickly and if possible, do those things right now.
- Some things may require you to make an appointment; do that now.
- Others may need a couple of solid hours of your time – block the time off in your diary and commit to doing that task on that day (preferably in the next 2-3 days).
- Once you have either done or scheduled into your diary, the items that were highlighted, look at your lists again and schedule what's left on the list, into your diary over the next week or two.

“Over every mountain there is a path, although it may not be seen from the valley” - James Roger

#5 Make this a habit

- You can use this method as often as you like. I find doing it at the beginning of each week works well for me.
- You won't always need to use loads of sheets of paper like this, as the more you do it, the less you will find you have on that list each week, because those little niggly once off things will finally be crossed off the to-do-list.
- Using this simple tool weekly will take you from feeling continuously overwhelmed and stressed to rather feeling calm and in control.

