



How To Get Out Of Overwhelm:

A few things to remember...

1. **Overwhelm is NORMAL, and not something to shy away from.** Any LEADER attempting to grow a business WILL be in “overwhelm” frequently. Look at your situation from the perspective that you are using this as an opportunity to EXPAND YOUR CAPACITY as a leader and get stronger and more EFFECTIVE, building people, systems and processes for getting meaningful work done.
2. **Overwhelm is a CHOICE.** You chose to be in business, you chose your goals, you chose everything in your life right now. You are also CHOOSING to feel “overwhelmed” instead of excited or grateful.
3. **Overwhelm is a FEELING.** To control your feelings, change what you’re FOCUSING on. Instead of thinking of all the tasks, think of one or two OUTCOMES or results you want to achieve. Write them down.

Steps to handle your feeling...

- **BREATHE.** You are NOT being chased by a bear, nor are you in a life-threatening situation.
- **FOCUS on one or two outcomes you want.** Stress and overwhelm come from focusing on your “to-do” list instead of the outcomes you want. Take a minute to write down what your ULTIMATE outcome is, and why you want it.
- **CLEAR your head by writing down your tasks.** Trying to keep everything in your head STRESSES YOU OUT!!!! Make a list and prioritize. Keep a pad of paper with you at all times, and when something pops up that you need to get done, write it down so you get it out of your head.
- **PRIORITIZE.** We ALL have more to do than any one person can get done in a day. After you’ve written everything down that you WANT to get done (remember, you are CHOOSING to do this), decide what’s MOST important and get that done, then move on to the next thing.
- **MAKE time.** If you are constantly having problems getting things done, here’s a list of things you can do to free up time:
 - Outsource or delegate low-money, easy tasks.
 - Make a “Stop Doing” list, then STOP DOING THOSE THINGS.
 - GET UP EARLY.
 - Defrag your day. Know exactly what you want to get done and then knock down the list WITHOUT stopping to check e-mail, Facebook, eat, etc. Eliminate the “lost” minutes and distractions that rob you of precious time.