

# Overwhelm Buster Checklist:

## 6 STEPS TO GET CALM AND CLEAR, SO YOU CAN TAKE ACTION

When you're on the verge of greatness, you may feel overwhelmed because:

- You have so many great ideas, but you don't have the time you need to implement them.
- Your mind is constantly running through your to-do list, rather than staying engaged in the moment.
- You want to take your business – and/or your life – to the next level, but there's just SO much you know you have to do in order to accomplish that. To put it simply, you haven't any idea where to even begin.

And of course when you feel overwhelmed, it's difficult to be your most creative, or your most productive.

So what DO you do?

**You get completely clear on your priorities and biggest-impact activities.**

When you do, you'll feel a sense of purpose and calm as you become as efficient and productive as possible, and end the overwhelm.

Because I know life has GREAT things in store for you, I'm sharing some of my favorite action steps for reducing stress and overwhelm below, so you can get more of the important tasks done in less time.

**Plus, when you put these steps to work in your life, you'll actually free up time to do more of the things that fuel you, and less of the ones that drain you!**

Without further ado, here are the action steps – be sure to check them off as you complete them:



### ACTION STEP 1:

Grab a pen and paper, and write down everything you need to get

**DONE.**

Yes, everything! From the obvious, big tasks, to the smallest, low-priority items that have been on your mind for a long, long time.

### ACTION STEP 2:

Sort your list into three categories.



#### The first category:

Things I Can Remove from My List. Which items don't actually HAVE to get done? You bought those CD's to learn how to speak Spanish a year ago and still haven't gotten to them. Take them off your list for now so they aren't hanging over your head.

#### The second category:

Items I Can Delegate. Can you ask your spouse or older children to help with some of your household chores or errands? Could an employee or co-worker handle some of your work-related tasks?

#### The third category:

Essential Tasks I, Personally, Need to Do.

### ACTION STEP 3:

Prioritize!

Look over your personal to-do list, the third category, and create a new list. Prioritize the tasks, putting the most important, at the top.

(Note: If you've discovered items you can delegate, you may need to add scheduling meetings to your list here, to actually handle the delegating.)

### ACTION STEP 4:

Schedule your prioritized tasks



Grab your calendar, and input tasks on specific dates and times. Include any actions you must take to begin crossing those items off your new, prioritized list. This will become your map, leading you straight to accomplishment.

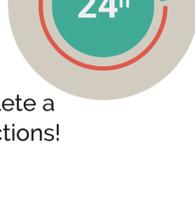
### ACTION STEP 5:

Keep your mental chatter in check.

Be firm with your inner voice. If your mind begins to run back over how much you have to do, creating that feeling of overwhelm again, remind yourself that your tasks are organized and scheduled, and you're going to accomplish everything with ease and grace.

### ACTION STEP 6:

Take action without distraction.



When you're scheduled to complete a certain task, do so, without distractions!

#### BONUS TIP:

I use an hourglass, and work on my designated project or task for an hour (or for however long I've allotted). During this time, I minimize distractions by not taking calls, checking email, or texting messages.

And finally, because I believe in having ease and abundance in ALL aspects of our lives – following are just a few additional pieces of advice to help you achieve your action steps without overwhelm.

#### EXPECT TO COURSE-CORRECT.

"The only constant in life is change," right? So expect to course-correct. Occasionally, something unexpected will come up, forcing you to shift priorities. Don't let it throw you off course! Simply reschedule the original action into a different time slot, adjust your schedule accordingly, and get it done during the new scheduled time.

#### NOTICE YOUR DAILY RHYTHM.

Be aware of what time of day you are the most productive, creative and focused and use that time wisely. Don't use it for reading your emails or things you could do when you aren't as fresh or energized.

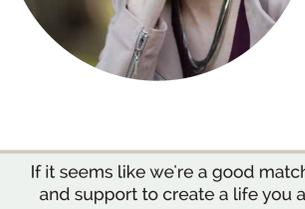
#### PLAN YOUR DAILY SCHEDULE.

Plan ahead. Start your productive time with the most important task. This way you're putting the greatest energy into the ones that will require the most from you and you know you will get them done.

#### GIVE YOURSELF A DAILY PEP TALK.

First thing each morning, tell yourself you DO have the time you need to accomplish everything that's important for that day. Then, your unconscious can go to work on coming up with ideas of how to be even more efficient, to help you do so.

No matter how much you have going on, and even if you want to become a super-achiever, you don't have to feel overwhelmed! With the right tools, techniques, and action steps, you can begin taking powerful action toward achieving your desired results ... from a place of creativity, productivity, and calm clarity.



“ Would you like to be living your dream life now? Click below to book a complimentary Discovery Session with me. On this 60 minute call we'll take a look at where you are, you'll gain clarity about where you want to be and what's holding you back. I am an expert at identifying the paradigms that are keeping you from moving forward. ”

[BOOK A DISCOVERY SESSION](#)

If it seems like we're a good match, we'll talk more about how I can give you tools, guidance, and support to create a life you absolutely LOVE living, with ease, and in the spirit of FUN!

Cyn Hannah