Overwhelm Buster Checklist:

6 STEPS TO GET CALMAND 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

So what DO you do?

most creative, or your most productive.

biggest-impact activities.

end the overwhelm.

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

You get completely clear on your priorities and

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.

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:

Plus, when you put these steps to work in your life, you'll

ACTION STEP 1: Grab a pen and paper, and write down

everything you need to get



Yes, everything! From the obvious, big tasks,

to the smallest, low-priority items that have

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been on your mind for a long, long time.

categories.

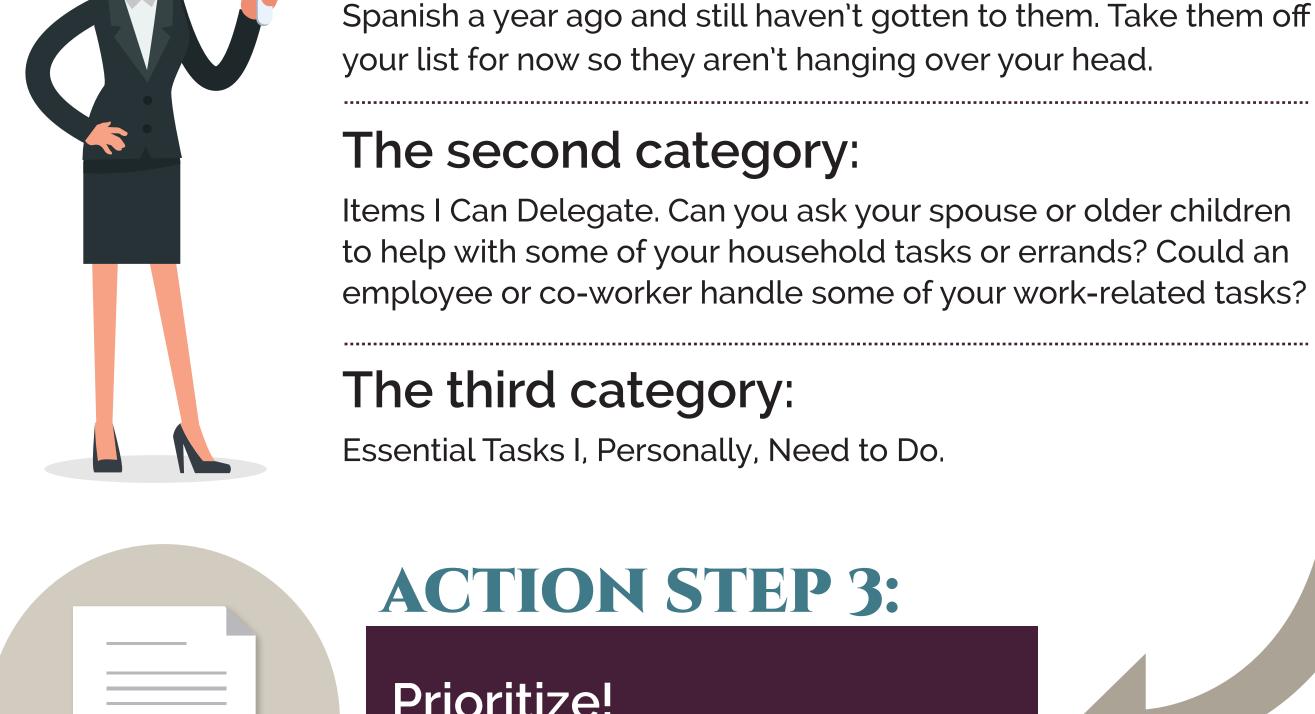


The first category: Things I Can Remove from My List. Which items don't actually HAVE to get done? You bought those CD's to learn how to speak

ACTION STEP 2:

Sort your list into three

to help with some of your household tasks 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:

The second category:

Prioritize!



the most important, at the top. (Note: If you've discovered items you can

Look over your personal to-do list,

the third category, and create a

new list. Prioritize the tasks, putting

delegate, you may need to add

scheduling meetings to your list here, to

actually handle the delegating.)

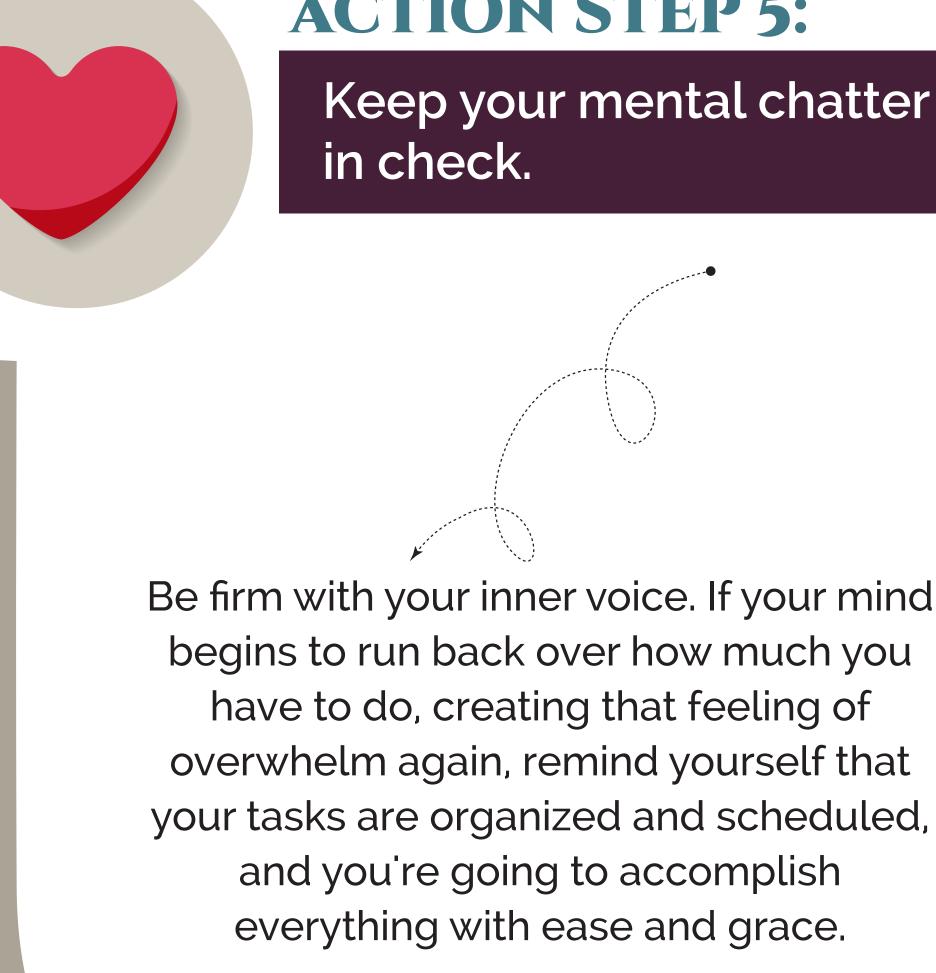


ACTION STEP 4:

This will become your map, leading you straight to accomplishment.

Schedule your

prioritized tasks



advice to help you achieve your action steps without overwhelm.



NOTICE YOUR DAILY RHYTHM. Be aware of what time of day you are the most productive,

EXPECT TO COURSE-CORRECT.

"The only constant in life is change," right? So expect to

off course! Simply reschedule the original action into a

get it done during the new scheduled time.

different time slot, adjust your schedule accordingly, and

course-correct. Occasionally, something unexpected will

come up, forcing you to shift priorities. Don't let it throw you

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.

them done.

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



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.

GIVE YOURSELF A DAILY PEP TALK.

First thing each morning, tell yourself you DO have the time you

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

moving forward.

BOOK A DISCOVERY SESSION

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

creativity, productivity, and calm clarity.

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!

