

THE OVERWHELM

Workbook

THE BRAIN DUMP

Brain dump ALL THE THINGS you feel you need to get done using the space below. Then evaluate each item using the evaluation questions.

What needs to be done?	Does it REALLY need to be done?	Does it REALLY need to be done today?	Does it REALLY need to be done by ME?

ASKING FOR HELP

Asking for help can be one of the most liberating steps that you can take when you're feeling overwhelmed. How can you make the tasks that you've identified as necessary easier by asking for help?

REMOVING DISTRACTIONS

How can you create an environment that enables you to seriously focus on what needs to be done?

Ideas:

- Hide your phone in a drawer in another room
- Enable a website blocker
- Tell your partner that you need some time
- Clean your space

ACCEPT A PASS

Look through the list of to do items that you've discovered are really necessary. Is there any way that you can downgrade them so they don't require AS MUCH work? For example:

- 'Create thorough af meeting plan' -> 'Wing it and set goals at the start of the meeting with the person you're meeting with and work from there'
- 'Edit video to be as engaging as possible' -> 'Forget the b-roll, the titles and the transitions and go basic this week'
- 'Make an A++ apple pie to bring to Sarahs' -> 'Buy a packet of chips and dips to bring to Sarahs'

TIME BLOCK

Now that you've done the work, block out your time for the week.

- Print out a calendar using ical or google calendar
- Grab out your coloured pencils
- Block out your 'mandatory' times - appointments, meetings, etc
- Start blocking out your priorities one by one