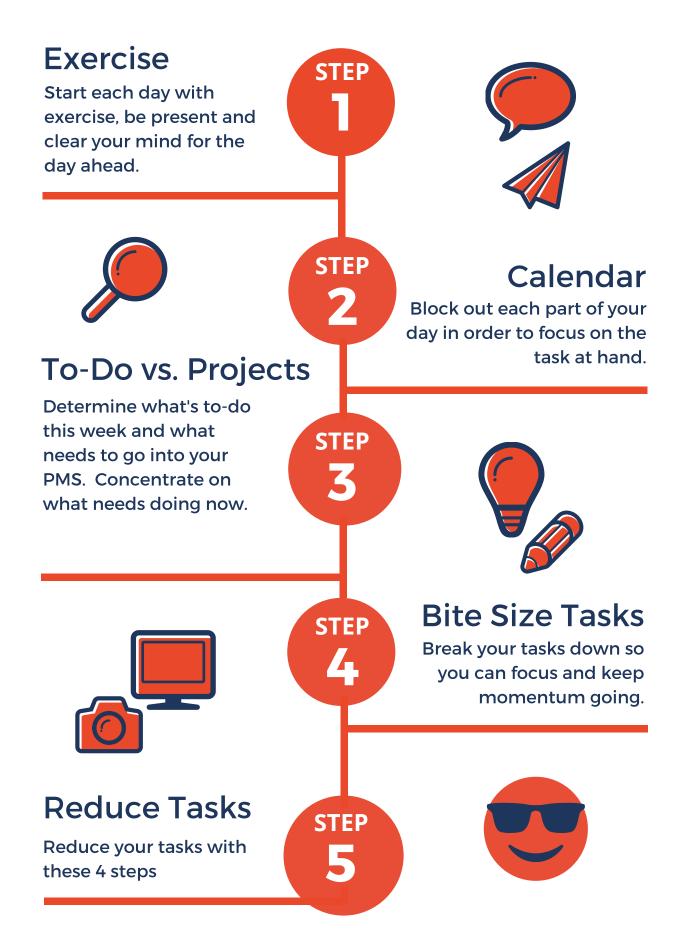
FREE GUIDE



HOW TO MANAGE OVERWHELM

AS AN ENTREPRENEUR

5 Steps to Managing Overwhelm





01 START EACH DAY WITH EXERCISE

Take your time over breakfast, go for a run or workout at the gym, listen to a podcast but start the day if you possibly can with some 'you' time. And enjoy it. You'll then hit your desk in a calmer, happier state of mind. If you have a commute, have a special playlist (or ... podcast, again!) that relaxes you and makes you happy. The thing is, you want to start your day in a good head space.

02 BLOCK YOUR CALENDAR

Treat each block of time as if it's a client meeting you have to show up for (because you never miss them!) and see how this reduces your feeling of overwhelm ... by focusing on that one block of time. Each time.

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03 TO-DO LISTS VERSUS PROJECTS

To-do list are the tasks to accomplish this week, a priority because if they're not done there will be a consequence. Add everything else to your project management system.

This approach means no task is forgotten but only tasks that need to be done are front of mind, reducing overwhelm.



04 BREAK YOUR TASKS DOWN

What's on your to-do list that just feels overwhelming, too big to know where to start? Break those rascals down into smaller, more achievable tasks and feel a load come off your shoulders immediately as you start to tick them off and get some momentum going.

05 REDUCE YOUR TASKS

With every task you do, stop for a minute before you dive in to determine whether it could be:

- Eliminated
- Simplified
- Automated
- Delegated

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