

FREE GUIDE

YOUR VA

HOW TO MANAGE
OVERWHELM

5 Steps to Managing Overwhelm

Exercise

Start each day with exercise, be present and clear your mind for the day ahead.

STEP
1



STEP
2

Calendar

Block out each part of your day in order to focus on the task at hand.

To-Do vs. Projects

Determine what's to-do this week and what needs to go into your PMS. Concentrate on what needs doing now.

STEP
3



STEP
4

Bite Size Tasks

Break your tasks down so you can focus and keep momentum going.



Reduce Tasks

Reduce your tasks with these 4 steps

STEP
5



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

READ MORE



**NEED A 'DONE FOR
YOU' APPROACH?**

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