

# 5

## Steps to Stop Overwhelm at Work

Check out these five ways to reduce stress and overwhelm so you can get back to your zone of genius!

1

Decide when you want to work. Days/hours. For example, it may be 8 am-5 pm Monday - Friday.

*Action: Block it out on your calendar. I like to keep it simple, and if I need to adjust, I will.*

2

Decide on the daily "musts" in your position and give each item a time frame for completion. Example: Emails. I like to check mine 2x a day and give myself 30 minutes each time.

*Action: Schedule them on your calendar for a certain time each day and hit the repeat button for ease.*

3

Block out "Focus Time" on your calendar daily to work on the things you need to complete. I suggest 1-2 hours, depending on your availability. We all have meetings to attend and people to manage, and I have come to find if you don't schedule a time to do the things you need to do, you'll be working more hours to complete it.

*Action: Block out "focus time" on your calendar daily.*

4

Schedule all meetings and events you want to attend on your calendar for visibility.

5

Stick to your calendar. I know things will come up, and adjustments will need to be made, but the more you can put yourself first in doing the things that are important to you, the better you can show up for your employees, co-workers and boss (if you have one) leaving you less overwhelmed, flustered, and stressed.

"Set peace of mind as your highest goal, and organize your life around it." *Brian Tracy*

## Proven Benefits:

- ✓ Helps to lower overwhelm on scheduling meeting and conversation requests. Use your calendar as a guide to suggest times/days that work best for you. Fact: It also helps others with overwhelm if you offer a few options based on your availability.
- ✓ By scheduling your calendar, this allows for natural boundaries to be created around your "work day" so you can be present and engaged the rest of your day.
- ✓ Helps you to say "no" to things that don't align with your focus because you don't have an "open" work schedule.
- ✓ Allows you to plan your personal life and time to take care of yourself confidently.
- ✓ Creates less overwhelm and balance in your business, life, and self.

Although it's natural and completely normal to feel overwhelmed at some point in your day, week, or life, I'm hoping these steps can help you adjust to the sometimes frantic world around us. I'm always here to help; I'm an email away! [michelle@lifeaholicllc.com](mailto:michelle@lifeaholicllc.com)