

In Spite of Overwhelm

7 STEP STRATEGY

Process| Video| Worksheet

FOR PEOPLE WHO WANT TO FEEL GOOD & GET THE RIGHT STUFF DONE

1

RECOGNIZE THAT YOU ARE OVERWHELMED

Ask yourself:

- What do I think?
- What do I feel?
- What do I need?

MIND MAP ALL THE PROJECTS, TASKS, EVENTS & DEADLINES - MESSY IS GOOD - JUST GET IT ALL OUT ON PAPER



3

CIRCLE EACH ITEM WITH DIFFERENT
COLORED PENS TO IDENTIFY THE AREA OF
LIFE AND MAKE IT EASY TO SORT.

 for example Green Pen for all things financial

MOVE EACH ITEM TO AN AREA OF LIFE LIST ON THE STRATEGIZE, PRIORITIZE, ACTUALIZE WORKSHEET INCLUDED - SEE EXAMPLE





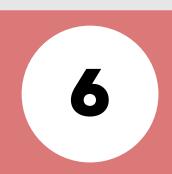
GATHER ALL THE DETAILS, DATES & DEADLINES
AND ADD THAT TO THE WORKSHEET NEXT TO THE
RELEVANT ITEMS

GIVE EACH ITEM A VALUE AND AN ORDER OF IMPORTANCE

ABC - Level of Importance

123 - Order of Priority

D - Delagate to _____



7

KNOCK OUT ALL THE PRIORITY DEADLINE ITEMES AS SOON AS POSSIBLE. THEN TIME-BLOCK THE REST OF THE SPECIFIC TASKS ON YOUR CLAENDAR & FOCUS ON ONE THING AT A TIME.