

Overwhelm First Aid



We all have a lot to do on occasion. Sometimes it feels like a permanent state of affairs. Use the Energy Allocation Process to handle your day to day task management.

But every now and then, we get to the point where it's not just a lot to do, it feels emotionally too much. We feel we haven't the emotional resilience to get it done. We've become overwhelmed by the scope of what's on our plate.

This tool is the perfect tool for when it all gets too much. It helps you get on top of any current emergencies, and achieve some quick and easy wins.

1. STOP

First- replenish your energy. Make tea! Have a break. Recognise if you've hit overwhelm you are not functional for the moment.

2. RECOGNISE IT'S OK

Take a moment to activate your inner Mother PowerType™ and send some love to the part of you that is worn out and had it. Of course, you're overwhelmed, look at what's going on!

3. DUMP IT OUT

Grab a piece of paper or your notebook and dump out everything that's weighing on your mind. Big or small. Tasks, decisions, conversations, concerns. No judgment, just get it all out in one big list.

4. BEST FRIEND: THE BIG DITCH

Now, assume the role of your own best friend. Sit down quietly with yourself (with more tea perhaps?) and commence "The Big Ditch" cross anything off the list that:

- You can do nothing about
- Is not urgent in the next couple of days and will resurface of its own accord
- Will never get done, so it's foolish to worry about
- Will take care of itself in time

5. BEST FRIEND: DELEGATING

Next, assume the role of best friend once more, and help yourself decide which tasks or concerns you should seek support with.

Go through what's on your list and determine:

- Could someone (anyone) do this almost as well as me?
- Would it take me less time to pass it on right now?
- If I assumed that everyone I asked would say yes, what would I hand over?
- Are there any emotional issues or worry that a good chat with someone would help me with?

For everything you can involve someone else with, jot down who, and make action steps to contact them and ask. (Remember- if the shoe were on the other foot...?)

Please note: you do not have to have a Personal Assistant to be able to delegate. Think broadly: your mother, father, siblings, kids, friends, neighbours, mentors, co-workers, teachers. You may be surrounded by a million helping hands who would help out if you'd only share your vulnerability and ask.

6. REFOCUS ON THE BIG PICTURE

Before you go ahead and start prioritizing the entire list now, re-focus on the big picture. What is actually important in your life right now? Sure, the deadline for the project may be tomorrow. And your baby only turns 2 once. If you were the Queen of Calm and Serenity, what deserves your attention? This may call for some tough decisions.

7. PRIORITISE

Go through and prioritise accordingly.

- Absolutely has to happen today
- Be nice if it happened today, but no-one will die
- Could happen today, or tomorrow, or even the day after. Not too immense right now

Then for all your A's, order them 1, 2, 3 etc. in the order you will attack them (all tasks to ask for delegation support should be way up the top of the list!)

Do the same for your B's, and C's.

8. MAKE TEA (REPLENISH)

Have another break to replenish your energy. Go to the toilet because you've drunk so much tea! Really take the time to get yourself in the best emotional state you can. Have a walk, a run, a bath, go to the movies. Get ready.

9. EAT THE ELEPHANT

You'll never eat it in one bite. So, start at A1 and work your way through. Keep the self-love flowing through the process.

10. REST AND REWARD

After every task, concern or worry that gets resolved from the list take a mini-break and reward yourself. A personal high-5, a stretch in the fresh air, another tea! Remember to treat yourself gently. You're still in overwhelm recovery for a day or two after a melt-down!