



Getting Out of Overwhelm

The office counts on you; they **need you** to be centered and focused. Overwhelm paralyzes you ... so let's manage it

The Secret to Managing Overwhelm is:

Make ... Healthy ... Choices!

Good news?
We can handle this...

*"People who cannot find
time for recreation are
obliged sooner or later to
find time for illness."
John Wanamaker*

Five Ways Overwhelm Shows Up

Manager's Myopia – Tasks and projects take longer than you think and require more resources than you planned

Mongoose (Chaos) Management – Last minute, lack of planning

Otherhood – Martyr, Putting others ahead of you and then resenting them for letting you

Superhero – Trying to be The Perfect Assistant, not letting others do it differently

F.E.A.R. – False Evidence Appears Real [making stuff up]

And then there's...

OOC – Out of your control

So, What can you do?

1. Remember, in all situations, YOU control your choices

- Go to work with a Purpose

Remember the Mission of your organization...

Remember why YOU matter

- Make Deliberate Healthy Choices – You are better when in Balance

Use “Best Available” as a guide

Take care of *you* so you can take care of them

2. DETAAAAAACH

- There is power in detachment
- What can you control? Focus there...
- Where the attention goes the energy flows...

Dump the Trash!



3. You don't need to be perfect – Strive for Excellence instead

- *“Done is better than Perfect.”* Mark LeBlanc
- *“No one said the world was fair, only that it's round.”* Mom Terry
- *“Expecting life to treat you well because you are a good person is like expecting an angry bull not to charge because you are a vegetarian.”* Sherry Barr
- Put your focus where it matters: **On Solutions**
- Here's a secret to overcoming the overwhelm caused by perfectionism:

Forgive and Remember

We're not talking religion... this is Psychology 101



4. We are more creative and collaborative in healthy communities

- There is a safety net in a good community: kids, family, work and friends

- Collaboration happens when we remember we are all on the same side; when we TRUST. Admin teams can make or break that trust... where are YOU on the scale?

- Grace and Gratitude foster healthier relationships

- Four Things We All Need
 - 1.
 - 2.
 - 3.
 - 4.

- We become like those with whom we associate. Choose wisely.

5. Common Sense - Take the Long View

*Be Good to People
You don't know who they are.
You don't know who they know.
And
You don't know who they might become!*



EXCELLENCE IS. . .

*Excellence is willing to be wrong
Perfection is being right.
Excellence is risk
Perfection is fear.
Excellence is powerful
Perfection is anger and frustration.
Excellence is spontaneous
Perfection is control.
Excellence is accepting
Perfection is judgment.
Excellence is giving
Perfection is taking.
Excellence is confidence
Perfection is doubt.
Excellence is flowing
Perfection is pressure.
Excellence is journey
Perfection is destination.*

Author unknown



My Action Plan

1. What causes most of my overwhelm? How can I focus on reducing that?
2. Where am I putting others ahead of my own sanity and health?
3. Are there things I can plan better? Who can help me do that?
4. Am I a Perfectionist? Is it warranted? If not, how do I change that?
5. Do I allow myself to get caught up in drama? When? Where's the reward in that? Can I connect with someone who will lovingly help me detach?
6. Who influences me? Are they good for my well-being? Who do I influence? Am I good for them?
7. What are three things I can do right away to help me be more centered and balanced at work?
8. What phrase, word or action can I use as a trigger to get me back on track?

[example: Eventually... as in "Eventually everything works out..."]

