

Focus Technique to Get Out Of Overwhelm!

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Go to a quiet place.

Play soft music or light a candle; something to put you in a good frame of mind.

Have several blank sheets of paper handy.

Start with free-association or stream of consciousness: Ask, “**What is bugging me?**”

Without editing or any criticism, start to write.

Just let it all pour out onto the paper until you’re done writing.

You’ll know when you’re done.

Stop and take a deep breath.

At this point your list may make you more overwhelmed.

Don’t give up!

Now, look at each item separately.

If you have to, hide all but one line with a sheet of paper.

ASK –

Can I do anything about this?

Is this out of my control?

Is this really a big deal?

What makes this a big deal?

If you decide it’s NBD (as my kids say – no big deal) then cross it off the list. Don’t neatly line it out. Take a big marking pen and eradicate it from the list!

Once you’ve done this for every line, you’ll have a real list of your overwhelm items. (Don’t despair! The first time I did this, I had --- seventeen pages single spaced!!!)

Look critically at your list and prioritize them – Number them with a big red marking pen. Only number the ten most important items for right now.

Take each of those ten and write them at the top of separate pieces of paper along with a deadline date.

NOW – Look at #1. What are the most important steps you have to take to address this?

Example: For this course, I would put *WRITE OVERWHELM COURSE* at the top of the page. Next to it I would write – Due by Sunday, June 9, 2019.

On that page I would write:

1. Update research
2. Check all research links and data
3. Update any current handouts and notes

4. Compile all new notes, merge with existing information
5. Revise PowerPoint to match outline
6. Create webpage for attendees to reference later
7. Create/update any new forms and checklists for attendees webpage
8. Make PDF of Handouts and send to James for attendees
9. Enjoy myself! Make it fun!

In the act of isolating your To Do list, you'll be able to focus on what needs to happen for just that one thing. If you can delegate any of it, write a big "D" next to the item. If it turns out not to be all that important, cross it out.

This is the FIT acronym I mentioned in the webinar – Focus – Isolate – Take Action

Here's why it works – Overwhelm causes inaction. Action kills Overwhelm.

Give it a try and let me know what you think!

Beth