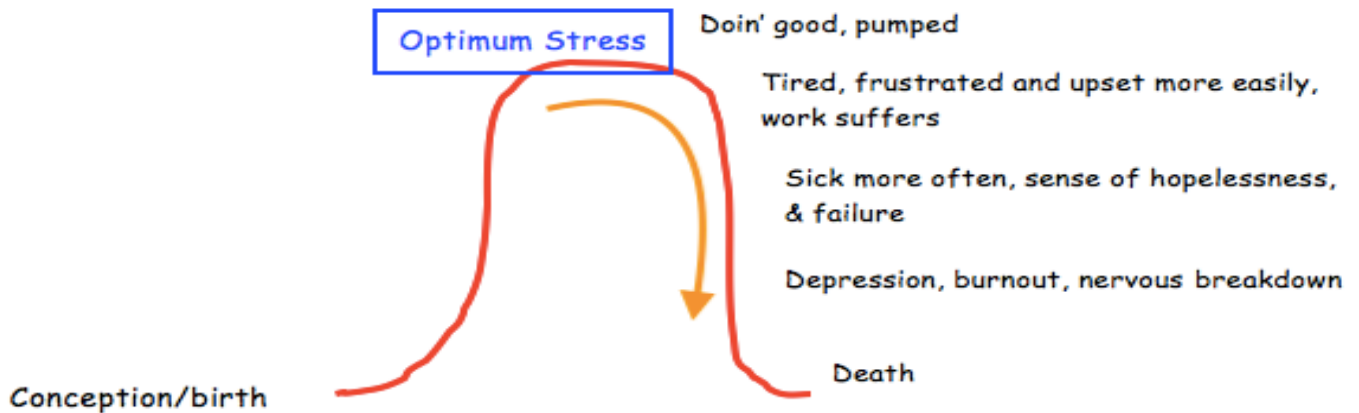




Conquer Overwhelm and Be More Productive

Why control your Overwhelm?



Many ways we cause our own overwhelm – Which are yours?

≈ **Procrastination Paralysis**

Cause – All the “D” words manufactured by our brains:

- Distraction
- Discouragement
- Disillusionment
- Dread
- Despair
- Denial

≈ **Techno Throttle and FOMO** (fear of missing out)

Cause – Too many tabs open!

In your brain, on your computer, on your phone

≈ **Managers Myopia** (nearsightedness)

Cause -- monkey mind, confirmation bias, ego

*Everything takes twice as long as you think it will, costs twice as much,
And no one is as passionate about it as you are*

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Seven Causes and Five Solution Strategies

≈ **Mongoose Management**

Chaos management – getting everything done at the last minute

Cause – Adrenaline junkie, zero planning, easily distracted, don't care

≈ **Superman / Wonderwoman complex**

"If I want it done right, I may as well do it myself!"

Cause – Perfectionism, ego, arrogance – fear of or unwilling to delegate

≈ **"Otherhood"**

Putting everyone else's needs ahead of your own, martyr complex

Cause – need to control, insecurities, ego, arrogance of insecurity

(and then of course there is...)

≈ **O.O.C.** (No, not that freshman Rep from NYC)

Out of your control --- oh well, now what

Cause – Stuff happens.

The Common Denominator in most overwhelm is our cluttered thought processes.

This includes ego issues, making stuff up, confirmation bias, control issues, and avoidance techniques.

To successfully tackle overwhelm – let's look at 5 strategies that really do work.

To reduce your need for note taking, we'll post additional information on the recording page. You'll find this handout, the recording, links to articles, quotes, and some forms you can use to organize and manage your brain!

Go to BethTerry.com/conquer-overwhelm



Seven Causes and Five Solution Strategies

Conquer Overwhelm by Getting F.I.T.

F – Focus
I - Isolate
T – Take Action

Using this F.I.T. Acronym will help you trigger Solution-Oriented Behavior. That’s the key: Solutions – Solutions - Solutions

Too often we get wound up in the problem and forget to find a **solution**.
These solution strategies will help you release, relax, and look for the “What Now?”

1. To Focus – It’s important to Detach

Step away from the desk, problem, or issue ... Breathe

Isolate each of your issues –

- What’s really going on?
- Is this something I can fix?
- Can someone else help me with this?
- Why is this such a big issue for me?
- Am I overstating it? Overreacting? Making it worse by ignoring it?
- Is there an attitude or idea I have that keeps me from addressing this?

How can I **TAKE ACTION** right now to address this?

- What steps will get me to a solution?
(See Deep Dive form at bethterry.com/conquer-overwhelm)
- Who else knows how to fix this?
- How can I use their knowledge and assistance to take care of this?

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

If it doesn't put you into more overwhelm, here's a Focus technique I use: Get a clean sheet of paper, write down all the things bothering you, then analyze them according to the above two sets of questions. For now, cross out the ones you can't do anything about. Then number them in order of importance and urgency. Transfer each to a separate piece of paper. Underneath each heading, write three things you can do to resolve this. Take #1 and spend 12 minutes doing something about it. Move to #2. Move to #3. And so forth. This is the key to isolating each troubling situation. Make it "handle-able." It's the haziness of the situation that often causes overwhelm.



Seven Causes and Five Solution Strategies

“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.”

Shari R. Barr, Humorist

2. Focus - Be Intentional

...Focus on Solutions (not blame) - What can I do RIGHT NOW? In the next 10 minutes? For the last half hour of the day? Narrowing your focus allows you to have fewer distractions. Figuring out the cause is only useful as far as it helps you find a solution. Wasting time on blame is like saying you have the ability to get on a plane and fly back to yesterday so you can undo that action or unsay that dumb thing

Clutter Kills Focus! Put distracting piles of files behind you. Clear your desk. I use a trick I call “Low Impact Housekeeping” to isolate and clear small places in short periods of time. (Use a timer, set it for 12 minutes. Decide to clear one small area in those 12 minutes. When the timer goes off, STOP!)

... Focus on quick organizational techniques –

- ~ Close tabs on your computer and use bookmarks instead
- ~ Limit time on social media and take one day a week off from it all
- ~ Use a timer to keep you on schedule
- ~ Turn the time tracker on your iPad, Tablet or phone that tells you how long you spent on them
- ~ Open a special Word doc entitled “Websites to revisit” so you don’t feel you need to keep all those tabs open
- ~ Use a “promise sheet” – Tape a piece of paper to the desk next to your phone. When you promise someone you’ll call them, send them something, or research something, write that down with their name and the date you made the promise. Revisit this promise sheet every night before you leave your office.
- ~ Set a time for answering emails, using your productive hours for the tough stuff and your less stellar moments for clerical work.
- ~ Finally, at the beginning and end of each day – take inventory. Where are you, what do you need to do, what promises did you make, what is vital. (Read James Robbins book - *Nine Minutes on Monday...*)

...Focus on your long term Vision/Dream – Keep your Eyes on the Prize

We all need something bigger than ourselves, bigger than the tasks, bigger than goals for the week. A sense of Mission and a grasp of your Vision. Know your WHY.



Seven Causes and Five Solution Strategies

3. Focus on Healthy Choices – you are the only person who is 100% affected by 100% of the choices you make every minute of every day

a. MUSIC!

It's easy to get caught up in pity parties when we're in overwhelm. **DO THIS:** Start to notice music that makes you feel good. Start a page on your phone or in a notebook with the names of every song that lifts you up, makes you feel good, hopeful, and happy. This is the fastest way to raise your vibration. Make a file or CD with that music and blast it when you get stuck. I used to play Whitney Houston's "Give Me One Moment In Time" just before going on stage in front of thousands of people. It gave me the energy and focus to be there for my audiences. By the same token, find music that makes you feel relaxed and calm. Create a file or CD to play when you need to get your rest.

b. Sleep

People who sleep between seven and eight hours a night are more creative, artistic, and possibly even smarter than folks who sleep less than that, according to a new experiment that actually proves that sleep can help turn yesterday's problem into today's solution, reports Reuters. Conducted by German researchers at the University of Luebeck, the study shows that the sleeping brain undergoes specific changes that lead to creativity and problem-solving insights the next day. Power naps work, too! Tell your brain the problem you need to solve, put some paper and a pen next to your bed. Go to sleep. Write down any insights the moment you awake.

c. Eat Consciously – Choose the Best Available

You care what kind of fuel you put in your car. You are careful not to let viruses into your computer. Isn't this "suitcase" you carry YOU around in a little more important than that stuff? Food should be colorful, nutritious, taste good to you, and not damage you. A little care now pays off in the long run. Equally important is healthy hydration. Not soda and coffee, real hydration – you know, water.

d. Exercise daily

In order to release toxins, increase blood flow to the brain, and relieve stress, we've got to move! Exercise your brain too – Sudoku, crossword puzzles, board games, read outside your special niche. Do stretches in bed, do carpal tunnel exercises, don't look for the closest parking space. Walk every day. Get a dog – then you have to go for a walk!

e. Take time for you

Girl's night out is good for you – oxytocin increases when women hang out together. Boy's night out is good for the guys – both oxytocin and testosterone increase and help heal men as well.

Recharge your batteries, refill your 'tank' and refresh for the next part of the journey.

Some things really can wait. Some people need to figure it out without you.

I love the late Herb Caen's famous line, "'NO' is a complete sentence."

Get a Massage. Take a walk. Learn something new. Step away from routine once in awhile.



Seven Causes and Five Solution Strategies

f. Laugh!

“Laughter binds people together. It is a hidden language that we all speak. It’s not a learned group reaction but an instinctive behavior programmed by our genes. Laughter bonds us through humor and play...” Robert Provine in Psychology Today

“Without the Haha, there is no AHA!” George Carlin

Laughter is also an “internal massage.” The release of endorphins and the internal action of a giggle or loud guffaw keeps our blood moving and helps to heal us.

"We seek humor and laughter because it feels good. It feels good because it's triggering the entire limbic system." Humor ignites activity throughout the mind and body. Blood flow increases. Endorphins and positive hormones are released. Energy grows, suppressing negative chemicals, interpreted as stress. Numerous studies over the years indicate tangible benefits of humor and laughter in such areas as cardiac rehab, pain perception, discomfort thresholds, coping with stress and boosting the immune systems.

Lee Berk, Assoc. Dir. Center for Neuroimmunology and Assoc. Research Professor of Pathology & Human Anatomy School of Medicine, Loma Linda University, California

Note – if you can’t laugh at yourself and some of the things going on in the world, you’re taking yourself too seriously. Some things are just ridiculous and we need to recognize it to keep our own sanity.

4. Focus on Creating Good Habits

a. Daily Gratitudes – for what you have and don’t have

Gratitude changes the neural pathways in your brain, refocuses you and increases serotonin levels.

(<https://www.medicalnewstoday.com/kc/serotonin-facts-232248>)

“We are what we repeatedly do. Excellence is not an act, it’s a HABIT.”
Aristotle

b. Low impact housekeeping

Set a timer. Do only one task. Stop when timer goes off. Rinse and Repeat.

c. Read it when you need it

Tear out articles or make PDF files of them. File in specific folders for when you need to reference them. Read articles as you need them rather than trying to remember all the details later.

d. Done is better than perfect

e. Make Appointments with yourself – and KEEP THEM! (*Nine Minutes on Monday*)

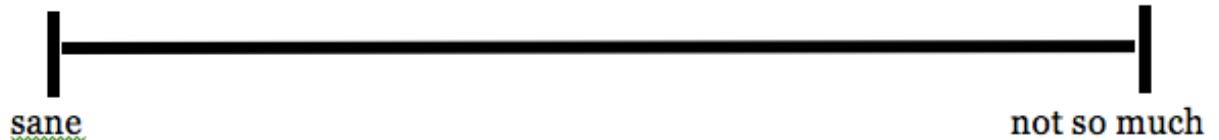


Seven Causes and Five Solution Strategies

5. **Remember Who You Are!** Where are you on the Sanity Continuum **today?**

It's easy to get lost when we're overwhelmed. Breathe. Remember, in 200 years, we'll all be gone. How important is this in the grand scheme of things?

“Sanity is a continuum...”



The world has enough messed up people in it. We don't need any more. Find yourself; find your support group. Everyone has something good about themselves and something to work on. Celebrate your gifts and work on your challenges.

Take care of yourself. We need you! And we need you healthy.

§§§§

Note from Beth and James to our Webinar Participants:

This is a topic near and dear to our hearts. We want you all to be well. To be happy. To find a path in life that leaves a lasting legacy of your gifts to the world. Special Thanks to James Robbins of the James Robbins Company for teaming up on this call. James is an amazing speaker, coach and leadership expert and it's an honor to share the stage with him.

I've created a page filled with articles and exercises you can revisit at your leisure.

<https://bethterry.com/conquer-overwhelm>

You'll find this recording in its unedited state – Beth and James unplugged...

And you'll find posters for your wall, as well as many of the articles that have helped me over the years as I wrestle with my own overwhelm issues. If you're a person who cares deeply about the world and your friends and clients, you'll go in and out of overwhelm. It happens. Hopefully this will be a blessing for you as you address this head on any time it happens.

If you need any assistance with this at all, please contact James or me. We are both available for one time and long term coaching, as well as in-person training and keynotes.

Blessings!

Beth and James

