

**Conquer  
Overwhelm~  
Be More Productive**

**Beth Terry, CSP**

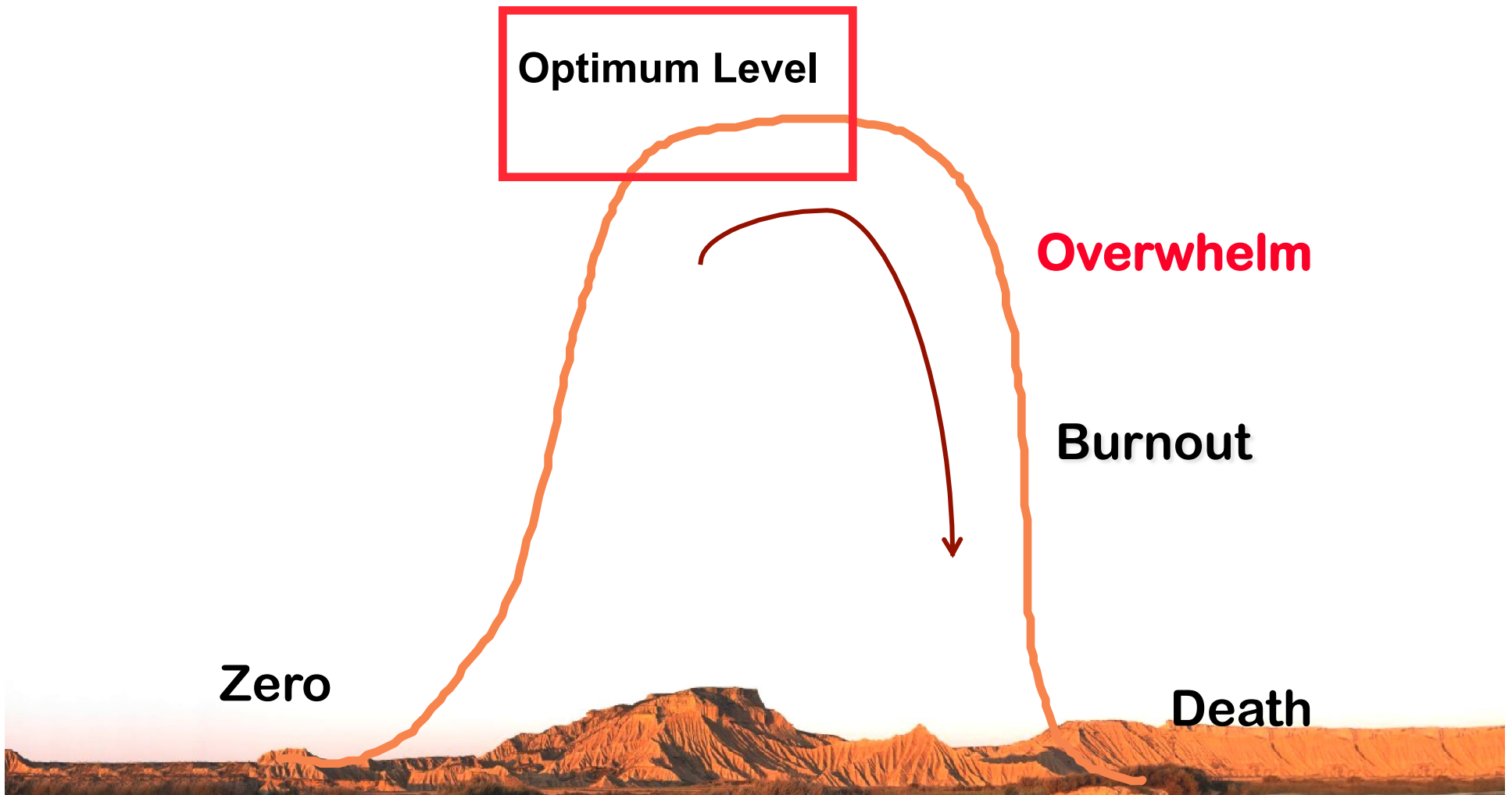


# Overwhelm!

Economic Productivity  
Travel  
Relatives  
Just Plain Too Much!  
Legislation  
Contracts  
Compliance  
Kids  
Regulations



# Why Does it Matter?



# The Good News?

We got ourselves IN

We can get ourselves OUT



Each of us has a thing or two that  
causes overwhelm. We're all different

Here are a few ideas to think about

- - If any of these are yours, take note  
and do something about it



# Procrastination Paralysis

## The D Words:

Distraction

Discouragement

Disillusionment

Dread

Despair

Denial

**Anxiety**

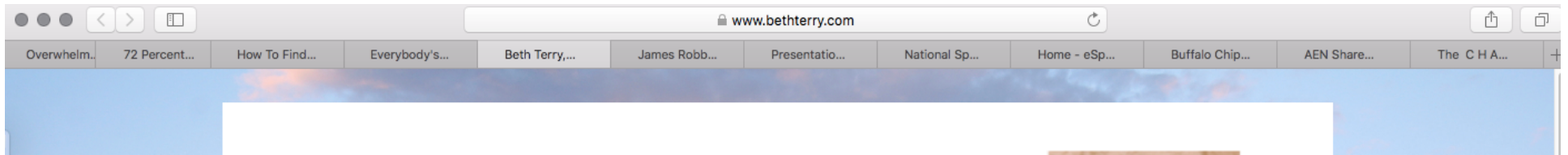
**Confusion**

**No skin in the game**

**Fear of Commitment**



# Techno Throttle & FOMO



# Managers Myopia\*

**Get caught up in our job and don't see big picture**

**Confirmation Bias – only see situations and solutions from our own bias (can show up as “my way or the highway)**

**Monkey Mind: Easily Distracted**



\* Myopia: nearsightedness

# Mongoose Management

**Creating Chaos**

**To add excitement**

**To Create adrenaline**

**To get the job done**



# Superhero

Have to Do it ALL  
Have to Control ALL  
*“If I want it done  
right, I’ll just have  
to do it myself!”*

Perfectionist



# **“Otherhood”**

**Not Taking Care of Yourself**

**Putting Everyone Else’s Needs First**

**Feeling Guilty When You Put Yourself First**

**Feeling Resentful (and feeling guilty about that!)**



# O.O.C.

**Out of Your Control:  
Can't change it  
Inevitable  
Stuff Happens  
Created by External  
Influences**



# **Common Denominators?**

**Cluttered Thought Processes**

**Anxiety**

**Ego**

**Control issues**



# **Five Strategies That Work**



# Conquer Overwhelm by Getting F.I.T.

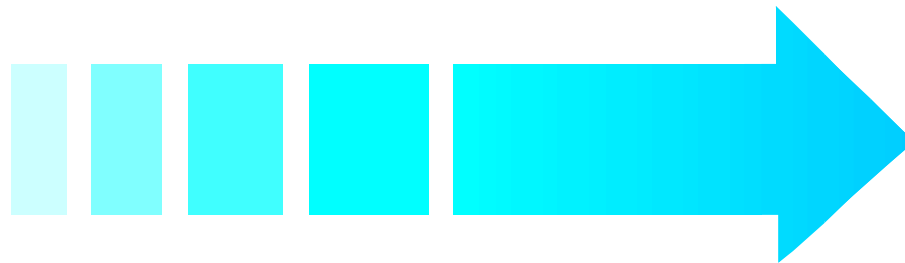
**F – Focus**  
**I - Isolate**  
**T – Take Action**





# Focus on Solutions

Where the attention  
goes, the energy  
flows...



# DETACH

Step away from the  
desk

Drop your shoulders

Relax your scalp

Breathe

Let go of what you  
can't control



Big Island Lava flow 2018



# Before and After One Day of Lava Flow Pahoa, Hawaii June 9, 2018



Photo courtesy Google Earth



# Madame Pele's Big Island Remodeling Project 2018

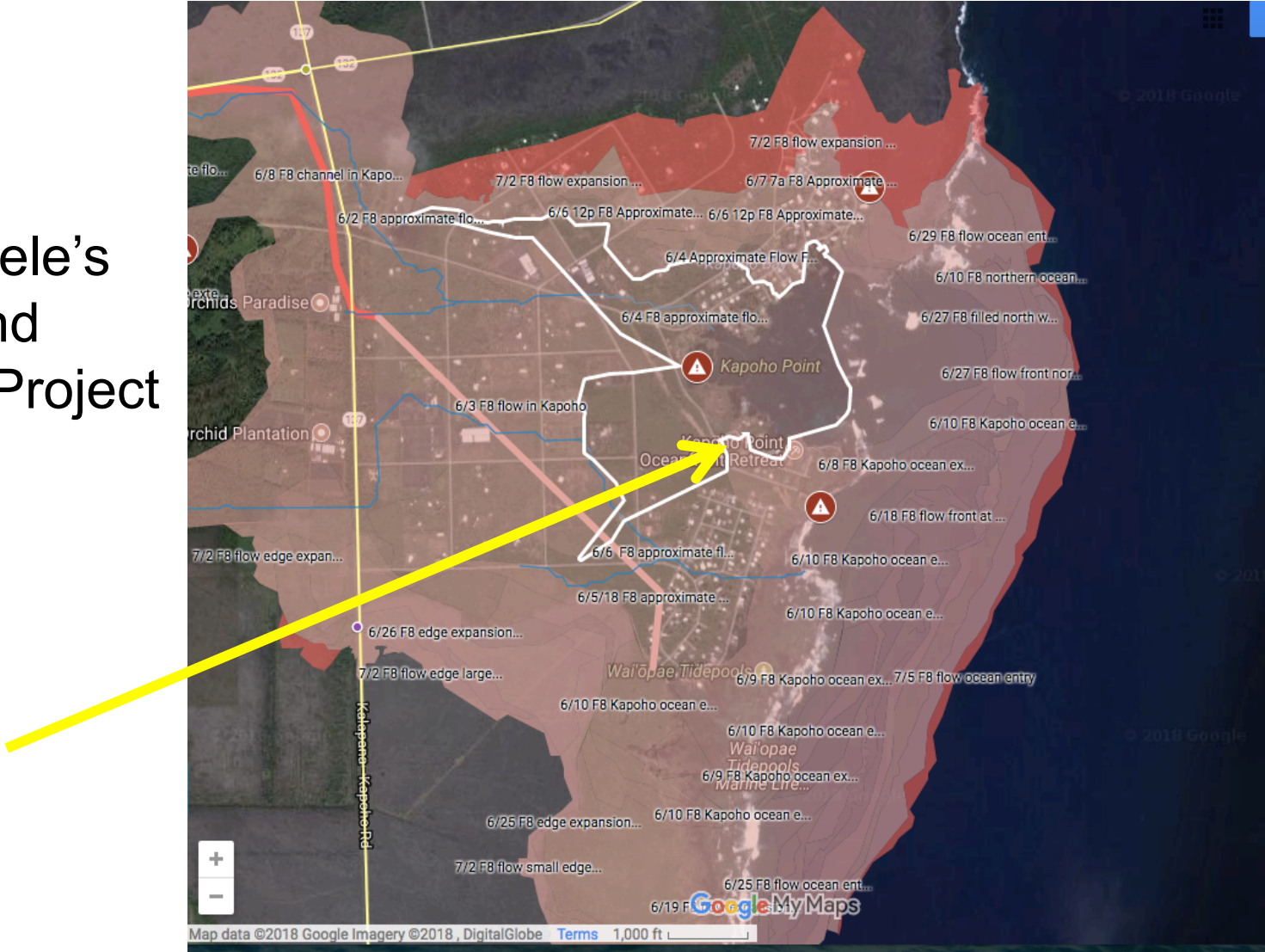


Photo courtesy Google Earth



"Expecting life to treat you fair just because you're a good person is like expecting a Bull not to charge because you're a vegetarian."

Shari Barr



# Isolate

- ✓ **What's really going on?**
- ✓ **Can I fix this? Can someone else?**
- ✓ **How did I participate?**
- ✓ **Why is this a big Deal?**
- ✓ **Am I overstating? Overreacting?**

See link  
for “Deep Dive”  
on webpage



# Oh Well!

## Now What?

This is not giving up, it's looking for the action step

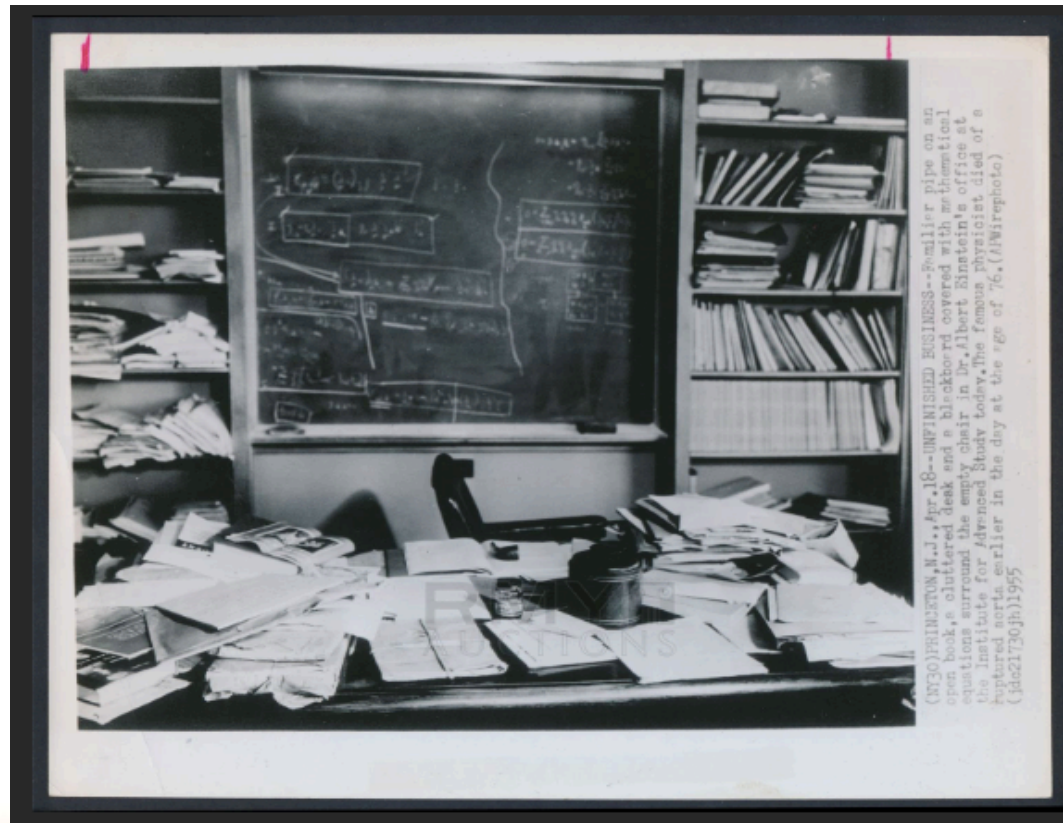


# FOCUS – Be Intentional



# Clear the Clutter

Yes – I know – Einstein's Desk ...



AP photo 4/18/55  
Life Magazine

# Then there's this...



# Use Organizational Techniques

- ~ Handout\* has details on techniques you can use to get better organized. One at a time...
- ~ Use James Robbins “Nine Minutes on Monday”

\*See handout at [BethTerry.com/conquer-overwhelm](http://BethTerry.com/conquer-overwhelm)



# Have a sense of Purpose – of your Mission

**A Clear Mission  
takes you above  
the clouds  
where you can  
touch the sky**





**New Year's  
Resolution:  
Learn two new things  
and one should scare  
you  
just a little!**

Beth Terry  
BethTerry.com

Photo courtesy Dreamstime



# What's Your Vision?



John Greene  
Madison, SD



# Finished Painting



# **Make Healthy Choices**

## **Deliberate Best Available**



# Use Music

- ~ **Upbeat when you need to get moving**
- ~ **Mellow when you need to relax**
- ~ **Notice what your favorites are and make a playlist**



# Sleep

**People who sleep 7-8 hours a night are more creative, artistic, and possibly even smarter than folks who sleep less than that...**



# Eat Colorful Food



**Stay hydrated**



# Exercise

~ Keep  
dancin'

~ Make it  
fun



# Time for you



Dream it  
Achieve it



*“People who cannot find time for recreation are obliged sooner or later to find time for illness.”*

*John Wanamaker*



# Laugh!



# Good Habits

- ~ **Gratitudes**
- ~ **Low impact Housekeeping**
- ~ **Read it when you need it**
- ~ **Done is Better Than Perfect**
- ~ **Make Appts with Yourself**



**“We are what we  
repeatedly do.  
Excellence, then, is not  
an act, but a habit.”**

**Aristotle**



**Take Care of  
yourself...**

**The world needs  
Healthy People**



“Cactus is the most resilient plant in the desert. Get past its thorns, and its fruit can save you. Master the thorns of your own life, and what you find inside will save you and sustain you.”

[BethTerry.com](http://BethTerry.com)

[BethTerry.com/conquer-overwhelm](http://BethTerry.com/conquer-overwhelm)

Blog: [EveryBodysLost.com](http://EveryBodysLost.com)



# Some Quotes For You



“Remember that the meaning of life is to build a life as if it were a work of art. Start working on this great work of art called your own existence. Remember the importance of self-discipline, study the great sources of wisdom, and remember that life is a celebration.”

Abraham Joshua Heschel



*Whether you think  
you can or think you  
can't - you are right.*

~Henry Ford



