



3 Steps to Stop Yourself Getting Overwhelmed

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Do you get overwhelmed easily?

Do you feel like you are running around like a chicken with their head chopped off?

Do you want to keep balance but it very rarely happens?

Do you imagine a life where you enjoy your work, produce things effectively and have enough time for yourself?

Well I have prioritized 3 things that could make the biggest difference to your life. As a coach I have seen how these things can make a difference in people's lives.

Don't take on too much

Sounds easy doesn't it? But why is it so hard for many of us?

How many of you say yes very quickly when asked to do something? Maybe you don't want to look like a "cant do" person. You want to look keen and willing. But how do you look if you agree to something but can't deliver. What is worse? Or what about if you succeed in doing this but your other work suffers.

Scanning your diary for the next month can be good to get an idea of what is coming up for you. Always allow extra time when assessing how long something will take that you have planned and plan in rest times.

Feeling the freedom to say no is a great skill to have. It will allow you to have a balanced life. An example of a person who could not say no was a lady who ran a multi level marketing business. Whenever I met her she was always saying she was running round like a chicken with her head chopped off. She gave a bad impression of being disorganized. She was invariably late, would forget appointments, looked stressed and felt compulsion to say yes to everything. She was asked to do a lot and so very quickly she was overwhelmed. Her health suffered and her family.

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Don't do what you are not good at or passionate about.

If you try and focus your main attention on something that is hard, and you are very slow at you will quickly get overwhelmed. Working in line with your passion, and your skills can help you do things very quickly and well. You may also want to check your values and see if what you are doing is in alignment with these. Often we feel overwhelm because we are working outside our values.

If there are tasks that you are not good at or enjoy, some alternative strategies are to:-

- delegate,
- get training or support,
- don't do it at all,
- find an alternative way of doing it.

Do tasks when you have the energy

Trying to do things when you are tired is a way of expending energy that will not produce a lot. Often resting can help you get things done quicker by being clear minded and focused. Companies are now advocating power naps at work to help improve productivity.

Notice when you are more energetic in a day. Do those tasks when you are enthusiastic. When you are tired do those tasks that do not require much thought eg filing.

Clear your desk and focus on the one task at hand. Don't try and do multiple tasks. Set yourself a goal at to what you want to achieve and reward yourself along the way. Eg a piece of cake when you have written an article.

So what now?

If you find that these 3 steps are still overwhelming to you, choose one step and start working on that for a couple of weeks. Get someone you can be accountable to and stop you from giving up. I have seen many clients go from real disorganization to a balanced life that they can cope with and enjoy. After all when your life is balanced, life is so much better!!

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