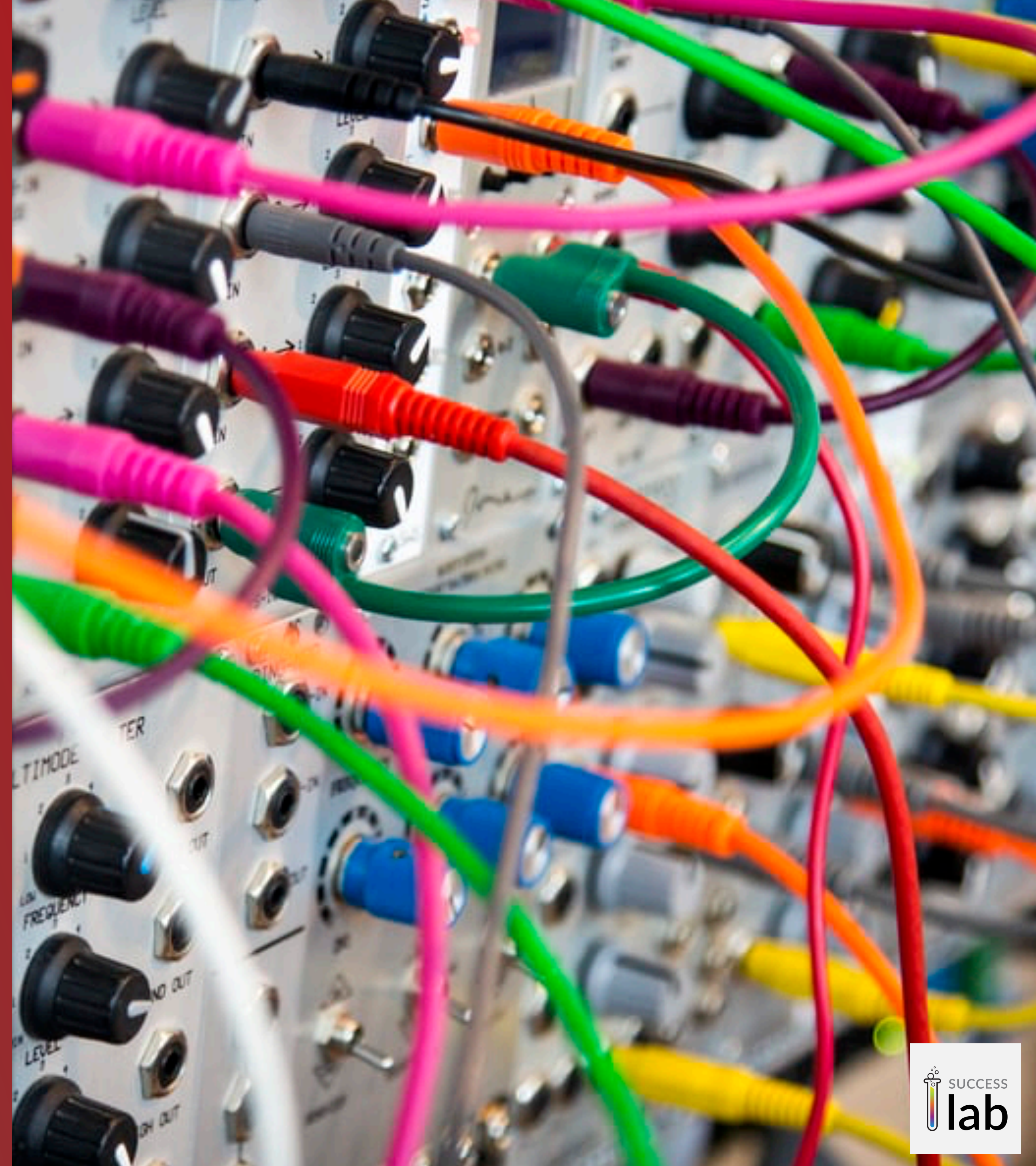


# STRATEGIES FOR OVERCOMING OVERWHELM





I think I'm going to cop  
heaps for this session -  
but if you can handle the truth...  
...it will set you FREE





# OVERWHELM STRATEGIES

## PRINCIPLES OF OVERWHELM

PRINCIPLES OF OVERWHELM

Most of our **time is wasted** decreasing circles between priorities - **any time managed** originally had - **total**

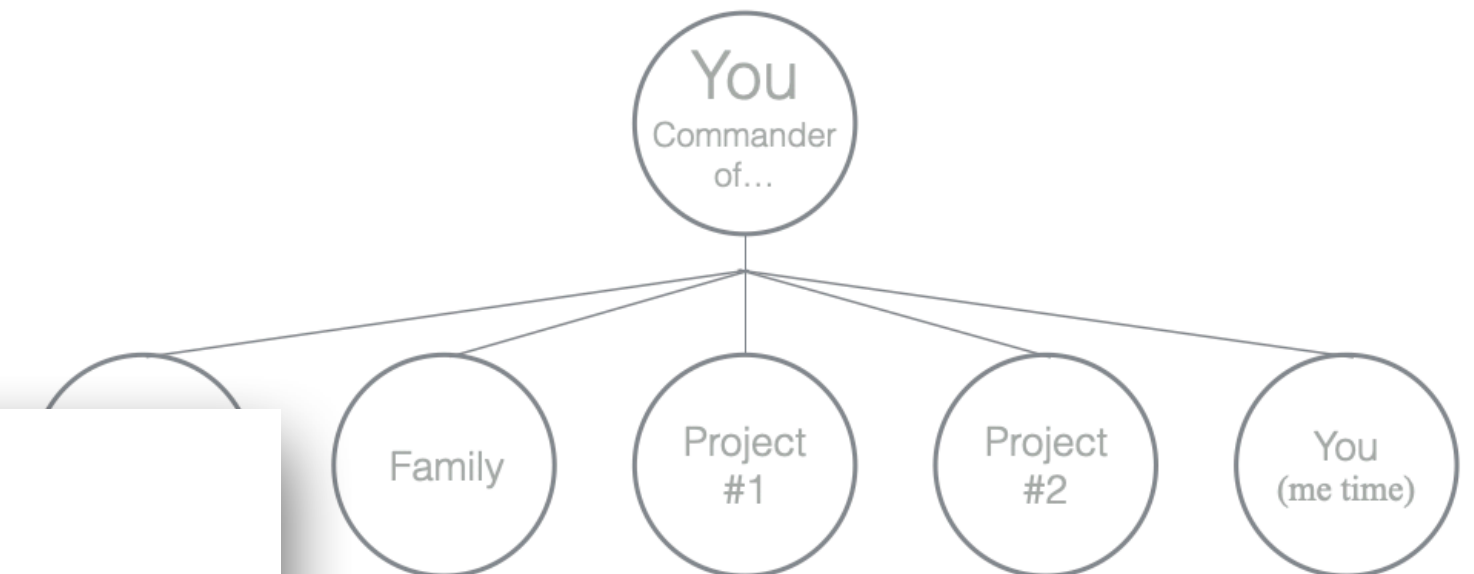


The only solution we have to be

PRINCIPLES OF OVERWHELM

In the military they recognise that more than **FIVE competing priorities** will cost lives and simultaneously lose battles.

*(they won't allow you to be too busy to meet your commitments)*



PRINCIPLES OF OVERWHELM

**Hero's** get more **heroic**  
**Princesses** get more **helpless**  
**Martyrs** get more **persecuted**

We actually try to manage by reverting to the worst version

Rarely do we ask how we created the mess in the first place



If we were to ask that

PRINCIPLES OF OVERWHELM

After the cull...

What do you have to do to get your mind into shape to be at maximum output?  
**DO WHATEVER THAT IS FIRST.**

Then...

What's the next most important project?  
*(What will get me the furthest ahead?)*

**DO WHATEVER THAT IS SECOND.**

Then...

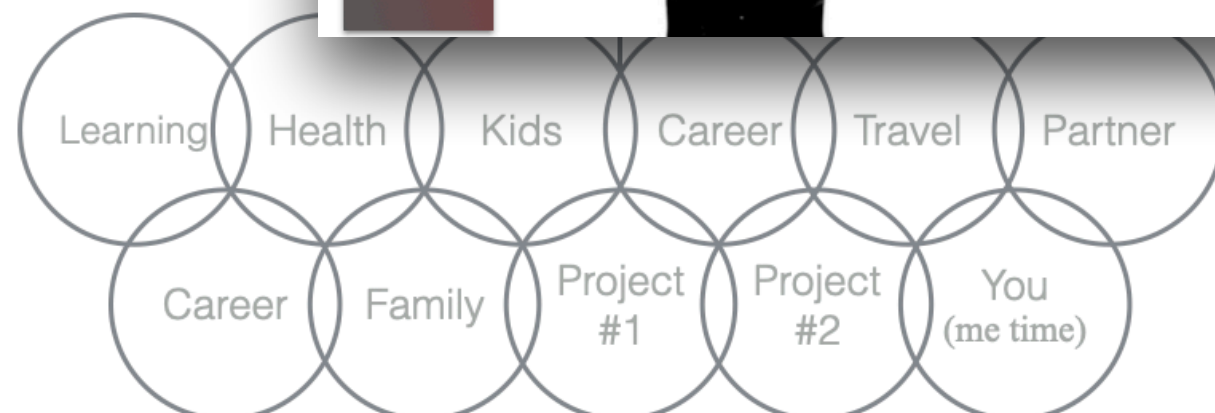
What's the next most important project?  
**DO WHATEVER THAT IS THIRD.**

Where are the breaks that refresh & revitalise?????

PRINCIPLES OF OVERWHELM

It was all about you didn't

T  
"W





# Strategies for Overcoming Overwhelm

Overwhelm is **NOT** a fact.

It is an emotion triggered by an opinion.

**Overwhelm is therefore a re-action.**

The sense is...

...my duties are greater than my capacity.

# Common Causes for Overwhelm

- Fear of a bad outcome
- Uncertainty about the result
- Not enough resources
- *Not enough time (poor time management)*
- Need to get it perfect
- Lack of knowledge
- Lack of skill
- Inability *(unwillingness)* to say no

# Common Results

- Confusion
- Mental fogginess
- Slow reactions
- Procrastination
- Racing mind
- Poor decision making
- Poor problem solving ability

# Strategy #1: Pinpoint The Primary Cause(s)

*Ask yourself:*

What one (maybe two) *things/*  
*concepts/responsibilities*, if taken  
off my plate right now would  
eliminate 80% of the stress?

## Strategy #2: Set Boundaries

Most of us could do 1,000% better at saying no to additional tasks.

**This is a self image issue.**

When you say yes to others you are often saying **NO** to yourself.



# Strategy #3: Challenge Perfectionism

Perfection(ism) is **fear** masquerading  
as **'importance'**.

Have you ever challenged this statement?

*“If a thing is worth doing  
it’s worth doing properly!”*

# Strategy #4: Outsource or Delegate

Calculate your hourly (\$) rate.

Anything that costs less than your hourly rate should be outsourced.

eg: If your hourly rate as a school teacher or nurse is \$60...

Should you clean the pool yourself or get the pool man to do it for \$40/hr??????

BTW... Who would do the better job of it?



# Strategy #5: Challenge Multi-tasking

1. Start up energy is required when your focus returns to a project.
2. Focus takes time to develop. This means your first five minutes may be next to useless.
3. We 'interrupt' ourselves constantly.

# Strategy #6: Challenge The Feeling

Overwhelm is an automatic reaction.

It is therefore experienced any time the 'load' ramps up beyond what we prefer.

We participate rather than observe.

This makes us victims.

Victims are powerless.

**Become the observer.**

*Change from "I am overwhelmed" to "I am experiencing overwhelm".*



# Strategy #7: Revitalise

A lack of 'me' time (or time spent doing things that refresh and renew our spirit) is the single largest complaint of the overworked.

**As coaches we are constantly asked by clients to help them get busier!**

# Assignments

<b>1</b>	Identify your automatic reaction to overwhelm. What emotion do you experience?
<b>2</b>	Work out what would be a better strategy than what you have identified in step 1.
<b>3</b>	Schedule your rest, revitalisation and renewal activities for the next 12 months.