

The overwhelm first aid checklist

10 Steps to get you to calm

1 Stop

The most effective thing you can do right now is to take the time to clear your head.

2 Recognise it's ok

You're overwhelmed for good reason. Be your own Mother – let yourself off the hook, and show yourself some love.

3 Dump

Dump out everything that's weighing on your mind, big or small, without judgment.

4 The Big Ditch

Be your own best friend – cross off anything that's not relevant right now.

5 Delegate

Get creative! If you assumed that everyone you asked would say yes – what would you hand over?

6 Refocus

What's the big picture?

7 Prioritise

Use the ABC rule...

8 Replenish

Leave your list alone for twenty minutes. Do something that fills you up and shifts your emotional state. Rest? Fresh air? Dance?

9 Eat the elephant

Start working through your priorities, one step at a time.

10 Rest and reward

Enjoy!

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