

Avoid the Overwhelm

Easy **4-Step Plan** to head into each and every Monday, calm and ready to be the super hero you are!

Step One:

Make a list of **EVERYTHING** that you have to do... that's everything that is floating around in your head. Include both work and personal "to-dos."

Step Two:

Now take a look at the list and start breaking things up into must dos, should dos and would like to dos. Take your time and be honest. Some questions to ask yourself are;

- *What is the worst thing that happens if I don't do this?*
- *Do I want to do this?*
- *Does this impact my job or my personal life in a negative way if I don't do this?*
- *Is it critical that I get done this week.*

Step Three:

Take the must dos and prioritize them in importance of completion. If you have more than 5-10 must dos for the week, you need to take some off. I know this sounds impossible, but you can do it. So many of our must-dos are really should-dos or would like to dos. Move things around on your lists and make it work!

Step Four:

Because we all love to be reinforced, take 5 things off of your "**would like to do list**" and add them to your list. Now you get to do things you want to do too! 😊 You always need to leave room for those on your lists!