

Overcome Overwhelm

Cheat Sheet

Overwhelm can easily cause analysis paralysis. In order to calm your mind and reduce the panic, go through this checklist and check things off as you complete them. You'll feel so much better once you have!

Use this checklist any time you start to feel overwhelmed by the massive amount of things that you need to get done.

- 1. Stop whatever you are doing and BREATHE.**
- 2. Use the "Yes I can" Checklist and write down everything that you need to get done.**
- 3. Take a look at your list and circle the thing that will take you the LEAST amount of time to get done.**
- 4. Do that task until it is fully completed. Then check it off your list**
- 5. Go back to your list and circle the next thing that will take you the LEAST amount of time to do.**
- 6. Do this next task until it is D-U-N DONE.**
- 7. Repeat steps 5-6 until you've checked off everything on your list.**

**YOU ARE POWERFUL. YOU ARE WORTHY.
YOU ARE DESERVING.**

