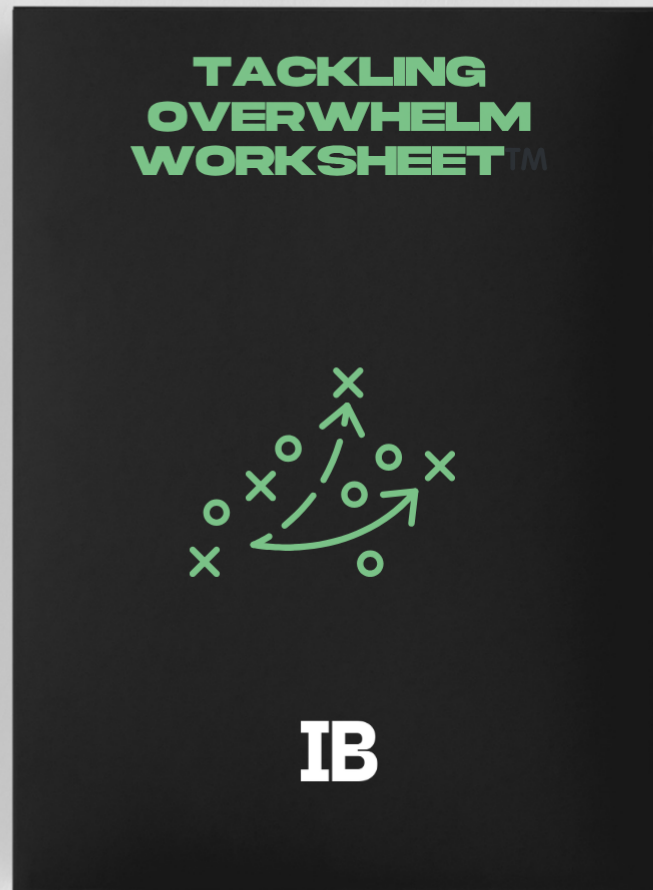




A 3-Step process for understanding
and tackling overwhelm

For times of significant stress or
change

Building a small business and having big goals come hand in hand with moments of feeling overwhelmed. What if overwhelm is an emotion that's part of growth? This worksheet provides some exercises that have helped us tackle these feelings and move forward with a new perspective.

How to use this Worksheet: type this up on a separate document (or grab a pen & paper if you wish) + follow the Q's below. If things get too much, reach out for support or book a 121, we're here to help.

STEP 1 - ENERGY FIRST

What is overwhelm? It's an emotional state we experience when we perceive we don't have enough resources to deal with what's in front of us.

When we have so much to do (and think about), we often resort to trying to think our way out of the feeling of overwhelm. But this often isn't the best state for us to get perspective or gain clarity from.

So step 1 - is looking at our energy, or emotional state.

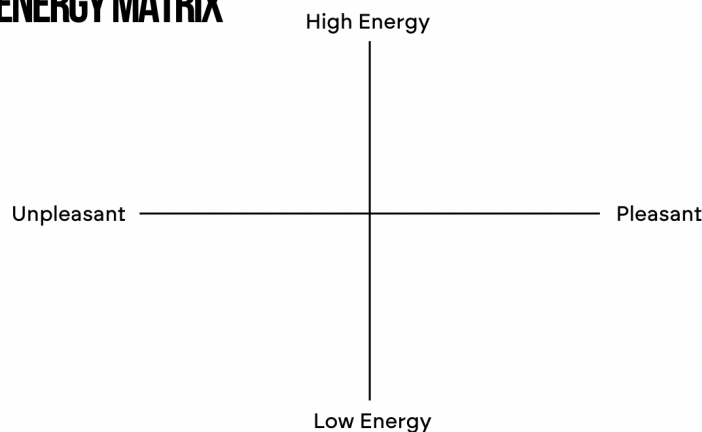
We're in control of our emotions (even if it might not feel like it sometimes). With practice, we get more skilled (and faster) at mastering and regulating our emotions.

Exercise: The Energy Matrix (see below):

We can place all emotions into one of 4 quadrants, depending on whether they're high/low energy, or pleasant/unpleasant feelings.

When we're feeling overwhelmed, this is generally a high energy + unpleasant state, so the first thing we usually want to do is shift to a more pleasant state.

THE ENERGY MATRIX



STEP 1 - ENERGY FIRST (continued)

Action: write down a list of 10 things you could do to shift your emotional state to a more pleasant feeling.

Everybody is different, but some common things that work for many people to shift state are:

Exercise, going for a walk, playing calming music, breathwork (see portal for examples of quick and simple exercises), meditation, getting a massage, shaking then gently tapping the body, cold shower/ice bath.

Pick one. Take some time (it might be just 10 mins) and shift to a more pleasant state.

Many of these practices involve the body - our physiology can shift our psychology and vice versa. We can think ourselves into unpleasant feelings, and we can change our heart rate, release excess adrenaline, and calm our nervous system > which can quickly change our thoughts and feelings.

STEP 2 - BRAIN DUMP

A lot of the time the things we're getting overwhelmed by aren't even in our control.

There are only x3 things we can control:

- 1) *Our thoughts*
- 2) *Our actions*
- 3) *Our decisions*

Our brain is a survival tool, it's only job is to keep us alive. We can change our thoughts by asking it different (or better) questions and refocusing it.

Things that often create feelings of overwhelm: other people's behaviours, other people's opinions, other people's decisions.

And we attach meaning to these things, which is f*cking pointless - because they're outside of our control.

Action 1: brain dump everything you've got on your plate under the 2 columns on the next page,

STEP 2 - BRAIN DUMP (continued)

Column 1 - Things Within My Control

(Only include things in here that you can 100% control with your thoughts, actions, or decisions)

Column 2 - Things Outside My Control

(Include everything else here)

Action: Strike a line through everything in column 2. There's f*ck all point in getting overwhelmed by it because it's outside of our control.

For example, we can create the best sales call script in the world, but we can't control if a client buys from us. What we can control is our thoughts, actions and decisions afterward - e.g. get into a downward thinking spiral of what no means, or decide to take action and find another prospect.

STEP 2 - BRAIN DUMP (continued)

Action: Next prioritise what action needs to be taken. Remember: if everything's a priority, nothings a priority.

Take your list of things within your control and organise them into a priority list. Get ruthless - where is your focus best spent next?

The Eisenhower Matrix is a decision-making tool for prioritising tasks into urgent/non-urgent and important/not important. Draw a copy of the table below, then write the things within your control in one of the 4 quadrants (remember to be ruthless). This is your priority list.

THE EISENHOWER MATRIX

	Urgent	Not Urgent
Important	DO	SCHEDULE
Not Important	DELEGATE	DELETE

STEP 3 - COGNITIVE DIFFUSION

For some, cognitive diffusion is the most powerful step in the process.

We attach so much meaning to things going on in our lives and our task list. cognitive diffusion is a process for moving from subjective thinking (just our opinion) to objective (reality).

When we break things down objectively we start to see how much bullsh*t we give ourselves and how much meaning and feelings we're attaching to things that don't need it.

Example:

A task we might attach a lot of meaning to is posting content to social media.

If we think about this subjectively - we might start to think things like: "what happens if it doesn't get any engagement", "what if a client sees it and doesn't like it", "what if I made a mistake on the post" etc.

If we think about it objectively - what's real?

- You've got to pick your phone up (you've done that before and can do that),
- You've got to think of some words to write, or some words to speak (you can write and speak),
- You've got to press some buttons on your phone (you've done that before and can do that),
- That's it

When we strip back the stories and meaning we attach to it, we can feel a bit silly and be in a better headspace to make some decisions and crack on with some action.

Action: Think of a task you've been putting off or is causing feelings of overwhelm. And break it down into its most simple and objective steps.

BONUS: Journal Questions

Remember there are x3 things in our control (our thoughts, our decisions and our actions).

A way to control our thoughts is to ask ourselves better questions.

Here are some journal Q's that can also help with feelings of overwhelm.

- What's my long-term trajectory? Do I have more skills, knowledge and experience to handle sh*t now than I did 10 years ago?
- What's the potential upside of this situation?
- What opportunities are there?
- What lessons can I take from this?
- Who could potentially help with this?
- What's the best next action?

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