



"Bridging the Gap from Theory to Outcomes"

This Month's Topic—Dealing with Overwhelm

This month's memo is about how to handle overwhelming workload. (This resonates with me - considering how busy things have been over the past year!).

If too much information and the ensuing 'too much work' is making you feel overwhelmed, you need to get out of the rut. Did you know that persistently feeling overwhelmed can be serious enough to cause depression, job stress and mess up your relationships? Here's what to do about overwhelm:

1. Engage in the Moment

The secret to success, success skills, and the core skill for emerging from overwhelm is to engage in the moment and take one step at a time. Take one step forward and just do ONE thing. When you are in overwhelm, you are constantly moving between the past (what you didn't do) and future (what you need to do). Therefore, you are completely missing the current moment (what you are doing) which is the only time over which we have any control.

2. Focus on your Breathing

Stop and focus on your breath. You need to bring your focus back quickly to the current moment. If you have trouble with this - actually saying the word "STOP" out loud in order to get your own attention will help you focus on your breath.

3. Write Down Everything

Take a few minutes to write down everything you need to do - big, small, today, next week, everything. Your brain is not designed to be a storage vault. It was designed to think. You can

think and work more productively if you aren't trying to hold everything in your head.

4. Complete One Task

Randomly choose one small task from your list and do it. Your priorities are not important in this step. In fact, trying to find the highest priority task may be contributing to overwhelm. In this instance, when we're trying to get rid of overwhelm, doing any one thing from your list is important. After that, it is easier to the second thing. This is a "success strategy." Using this "success skill" (do just one thing) can lead to greater success.

5. Let Nature Refresh You

Go outside or, at least, go someplace where you can get away from phones, handheld devices, television - anyplace without the "office noise." The change in environment will shift your perspective and help you see things more objectively.

Source: <http://www.afroarticles.com/article-dashboard>

The key is to keep moving forward.

"Even if you're on the right track, you'll get run over if you just sit there" (Will Rogers - 1879-1935).

Best regards,

Mary Colak, CMC



