

Three Column Approach to feeling Overwhelmed

Fill out this column first
Free Association of tasks

Do this column second

Do this column last

When all columns are filled out, plan a course of action. Delegate tasks first, to reduce your list. Then prioritize what is left, either by most important, easiest to do, etc. If you still feel overwhelmed, break your tasks down to the smallest detail.

List everything you have to do

Write down the Next Step

Can you delegate? If so, to whom?